



PERSONNEL FACT SHEETS 1998

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ARPC has a new website address -- <http://www.arpc.org>



FACT SHEET

AIR RESERVE PERSONNEL CENTER

Officer Promotions

Each year approximately 8,000 Guard and Reserve Officers are considered for Reserve Officer Personnel Management Act (ROPMA) promotions. The officers selected have achieved an important milestone in their career.

There is no magic formula or secret of success that will ensure selection. However, you have almost total control over those factors that contribute to selection or non-selection. To maximize your chances for promotion you should understand what a selection board is tasked to do and the tools that are available to accomplish the task.

The Promotion Board

A selection board is tasked to identify those officers who have demonstrated the potential to serve successfully in the next higher grade. To determine an officer's potential, the board is instructed to evaluate each of the eligible officers using the whole person concept.

The whole person concept considers an officer's demonstrated performance, breadth of experience, job responsibility, professional competence or job knowledge, specific achievements, formal and professional military education, leadership, and Guard/Reserve participation.

It is significant to note that a board member's assessment of potential is based solely on information documented in the officer selection folder. An Air Force instruction specifies the documents that are authorized for file.

Basically, a board member evaluates all OPRs and training reports, citations or orders for approved decorations, point summaries, a computer generated selection brief, promotion recommendation forms for lieutenant colonel and colonel promotion boards and position vacancies, and your letter to the board president, if you submit one. No other information is provided to the board and the members are told that the record should stand on its own merit.

Process demands high standards

There should be no doubt that the promotion process demands high standards and a fair and equitable review. The eligible officer's record must clearly demonstrate to the board that the officer is fully qualified to handle the responsibilities of the next higher grade.

However, only the best qualified officers will be selected for promotion. The Secretary of the Air Force will set a quota for each grade. The Air National Guard (ANG) and U.S. Air Force Reserve (USAFR) will compete in separate categories and will have separate quotas. The quotas will be based on the needs of the ANG and USAFR. This quota cannot be exceeded. This limits the number of officers that can be promoted. Therefore, to compete, the eligible officer must be among the very best, and must clearly demonstrate the potential to perform successfully.

Proven performers in demand

The importance of a strong, consistent pattern of performance, appropriately documented in the selection folder, cannot be overemphasized.

The proven performer is in demand for the most responsible jobs and breadth of experience is enhanced by the jobs held. Your rating official, and those in the chain of command, must document your efforts and recognize your successes and/or deficiencies.

Beyond that point, however, each of the whole person factors is totally controlled by the candidate. You must demonstrate the initiative and build the record necessary to show you can serve successfully in the next higher grade.

Professional military education courses are available to increase knowledge and understanding of the Air Force and its role in world affairs. Academic education further increases an officer's potential to the Air Force.

Leadership roles in professional and civic organizations enhance leadership skills and demonstrate ability to handle increased responsibility. Being an active participant in Guard/Reserve activities shows dedication. If there is pertinent information missing from your selection folder, a letter to the board president highlighting the activity may be appropriate.

Invest time in your career

Take the time and invest the effort to carefully review your record and officer pre-selection brief. If you find information missing or in error, ensure the required changes are made. Next, if appropriate, write a meaningful one-page letter to the board president.

Start preparing for promotion today. Don't wait until just before the board to take interest in your career.

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AIR RESERVE PERSONNEL CENTER

Reserve Officer Personnel Management Act

The Reserve Officer Personnel Management Act was signed Oct. 5, 1994 and went into effect Oct. 1, 1996. It fundamentally changed the way Reserve officer careers are managed. Following is a snapshot of some of the major changes of ROPMA.

Reserve Active Status List (RASL)

- ☐ Mirrors the Active Duty List (ADL)
- ☐ Position on RASL will be determined by:
 - Grade
 - Date of rank
- ☐ The officer must be on RASL and/or ADL at least one year to be eligible for promotion consideration by a selection board
- ☐ Reserve promotion may be carried across to the ADL (when recalled to active duty)

Other provisions

Other key changes include eliminating time-in-service requirements over a five-year period, promoting the "best qualified" from among the "fully qualified" and allowing reservists to request delaying promotions for up to three years.

The "best qualified" standard means the Reserve will set a promotion quota by competitive category and grade. For example, if the Reserve sets a quota of 900 majors in the "Line of Air Force" category, only 900 captains would advance to major in that category. Under the old law, everyone who was eligible and found fully qualified could be promoted.

Unit vacancy promotions will continue under ROPMA, although the name changed to position vacancy (PV). To receive a PV promotion, officers still must be recommended by their commander, meet special requirements for consideration, and be selected by a promotion board before they could advance in rank.

The new law provides for "hip pocket" promotions for up to three years. *That means reservists can apply to voluntarily delay accepting their promotion until they can find a position in their new grade.* (Applications for delaying promotions are not automatic and must be approved through channels.) If the reservists cannot locate a job in the Selected Reserve, they will be assigned to the Individual Ready Reserve. Declination of the promotion after the period in which the promotion was delayed is the same as being passed over. Officers seeking promo-

tion to lieutenant colonel or below who are twice passed over may be discharged or retired, if eligible, unless they are within sanctuary or selectively continued.

The act also clamps down on last-minute promotions just before retirement. Lieutenant colonels and above will have to serve three years in that rank in an active status to voluntarily retire at that grade. If their retirement is mandatory due to a mandatory provision of law such as age or years of service, they would have to be promoted six months or more before retirement to retire at the higher rank. Majors and below must satisfactorily serve in that rank in an active status for six months to retire at that grade.

More provisions

- ☐ Authorizes and requires board action for continuation or early removal
- ☐ Directs appointment of commissioned grades at lieutenant colonel and below be made by the president
- ☐ Appointments to colonel and above continue to be made by the president, by and with the advice and consent of the Senate
- ☐ Permanently deletes inclusion of constructive credit on the mandatory separation date (MSD)
- ☐ Establishes mandatory and position vacancy time in grade requirements for promotion consideration (*see chart below*)

Time in Grade (TIG) Requirements* Under ROPMA

Promotion to:	Mandatory Consideration	Position Vacancy
1st Lieutenant	2 years	N/A
Captain	4 years**	2 years
Major	7 years	4 years
Lt. Colonel	7 years	4 years
Colonel	3 years	N/A

* TYS (Total years of service) is being used until fiscal 2002.

** TIG requirement will move to 5 years in fiscal 2003.

Note: A Total Year Service Date (TYSD) spreadsheet is available via the Internet at <http://www.arpc.org/promo/promotio.htm>.



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AIR RESERVE PERSONNEL CENTER

Officer Professional Military Education

*From the Office of Air Force Reserve,
Training Policy*

Professional Military Education is probably the single most important requirement to enhance your Air Force Career. Central Selection Boards are provided guidance from the Secretary of the Air Force that, "PME serves as an indicator or initiative and must be assessed in terms of how it enhances the officer's performance and potential to assume increased responsibilities. The appropriate level of PME is necessary to increase an officer's professional capabilities."

But there are very few resident slots available for IMAs and unit reservists. Therefore, most reservists will elect to complete their PME by seminar or correspondence course. You should give serious consideration to completing your PME as soon as you become eligible.

Below are the basic PME eligibility requirements. Education and professional development are important topics to both officer and enlisted reservists. Because there is no one source that lists all available PME courses, we have developed a quick reference handout of PME development opportunities. These listings should make it easier for you to choose the appropriate military courses to enhance your career.

The goal of PME is not to attend just any school or one that best fits the competing events of your life. PME should be considered a serious tool in mapping out your future as a military member.

PME in residence

○ **Air War College** -10 months at Maxwell AFB, Ala., August-June. **Eligibility:** O-5/O-6 with fewer than 26 years total federal commissioned service (TFCS) at class entry; **Clearance:** Top Secret/SCI; **Highlights:** Emphasis on the study and understanding of air warfare from a national perspective, including the joint and combined environments. This rigorous course analyzes and evaluates strategy formulation and employment. AWC is complemented by tailored advanced studies and an integrated field studies program.

○ **Army War College** -10 months at Carlisle Barracks, Pa., August-June. **Eligibility:** O-5/O-6; **Clearance:** Top Secret/SCI; **Highlights:** Demanding war planning and warfighting exercises and simulations focusing on ground warfare. Stimulating lectures and active small group discussions framed by classical, contemporary, and future oriented readings. Regular comprehensive evaluations.

○ **Naval War College** -10 months at Naval War College, Newport, R.I., August-June. **Eligibility:** O-5/O-6;

Clearance: Top Secret; **Highlights:** The curriculum is based on three courses of study: Strategy and Policy, National Security Decision Making and Operations as well as a fourth, multidisciplinary electives program. Courses in each of these areas are designed to provide depth and perspective to the study of conflict, its causes and resolutions. A master of arts degree in National Security and Strategic Studies is awarded to graduates of the resident program.

○ **National War College** -10 months, August-June. **Eligibility:** O-5/O-6; **Clearance:** Top Secret/SCI; **Highlights:** Senior level course of study in national security strategy. Prepares student for high-level policy, command, and staff responsibilities. Focus is on national security policy/strategy. Emphasizes a joint and inter-agency perspective. Fort McNair, Washington, D.C.

○ **Industrial College of the Armed Forces** -10 months at Fort McNair, Washington, D.C., August-June. **Eligibility:** O-5/O-6; **Clearance:** Top Secret/SCI; **Highlights:** Postgraduate, executive-level courses of study and associated research dealing with the resource component of national power. Special emphasis on acquisition and its integration into national security strategy for peace and war.

○ **Air Command and Staff College** -10 months at Maxwell AFB, Ala., August-June. **Eligibility:** O-4 with less than 18 years TFCS; **Clearance:** Top Secret/SCI; **Highlights:** Focus on theater level operations, combined arm/composite warfare, with an introduction to national military and security strategy. Emphasis on joint forces/operational level of war, organization and command relationships, joint C3 and intelligence, and defense planning systems.

○ **Armed Forces Staff College** - (Joint PME-Phase II) Only as a follow on to Intermediate Service School (9 weeks) or to SSS (12 weeks) Course held at Norfolk Naval Air Station, Va. **Eligibility:** Completion of a resident Intermediate or Senior level Service School; **Highlights:** Focuses on joint and combined operations. Curriculum structured to develop understanding and appreciation of joint warfighting. Designed to promote a spirit of cooperation and understanding that is critical to any joint endeavor.

○ **Squadron Officer School** -7 weeks at Maxwell AFB, Ala. **Eligibility:** O-3 with fewer than 11 years TFCS; **Clearance:** Secret. Must be medically capable of participating in physical conditioning/field leadership programs; **Highlights:** Improves warfighting capability of company grade officers. Covers leadership, officership, force employment and communication skills. Assists the development of the

————— *Officer PME continued on next page*

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AIR RESERVE PERSONNEL CENTER

Short Courses for Officers

Air Reserve/Guard Officer Seminar - 3 days, February. **Eligibility:** By headquarters invitation only. O-5/O-6 currently assigned in air operations (i.e., flying unit DOs, CCs, Ops officers); **Clearance:** Secret; **Highlights:** Attendees join Air War College discussions on Reserve force employment in Air Force operations. Coincides with presentation by chief of Air Force Reserve and director, Air National Guard to Air War College.

Joint Military Operations - 12 days, September. **Eligibility:** O-4/O-5/O-6; **Clearance:** Secret; **Highlights:** Concentration on Joint Operations at the strategic and operational theater level, incorporating concepts from history, strategy, logic, and operational experience. Preference given to students with background in operations.

National Security Decision Making - 12 days, January-February. **Eligibility:** O-4/O-5/O-6; **Clearance:** Secret; **Highlights:** Focus is on the process for structuring future military forces for the United States. Contributes to the student's capability to perform and communicate effectively as a senior decision maker or staff member in the national security decision-making structure.

Strategy and Policy - 12 days, March-April. **Eligibility:** O-4/O-5/O-6; **Clearance:** Secret; **Highlights:** Course content centers on the analytical study of war. Study of the complex interactions between a nation's political interests and goals, and the way military force has been and may be used to serve those interests and goals.

** Prior preparation and study will be required by the prospective student, to include an essay of acceptable academic quality to be submitted by the specified deadline. Final selection made by Naval War College.*

Reserve Components National Security Course - 2 weeks. **Eligibility:** O-5/O-6; **Clearance:** Top Secret; **Highlights:** Administered by the Institute of Higher Defense Studies. Curriculum consists of lectures, panel discussion, seminars, and simulation exercises dealing with national security policy and defense resource management.

Army Senior Reserve Component Officer Course - 10 days. **Eligibility:** O-6 in O-7 positions or on statutory tours; **Clearance:** Top Secret; **Highlights:** Broadens perspective on a wide variety of national security and national strategy issues. Roles, missions and functions of the organization of the Joint Chiefs of Staff studied.

Officer PME (cont.)

whole person into a seasoned professional officer capable of increased contributions to varied Air Force missions.

Correspondence courses

Members wishing to enroll in the PME correspondence courses should contact HQ ARPC/DAT to enroll or for additional information. Unless otherwise specified in student handbooks, course enrollments are limited to 18 months. Students are required to complete a closed book examination for each unit of study. The following courses are available:

○ **Air War College** (Course 00042A-C) - Four units

of study materials revised yearly; Seminar program completion limited to 10 months; Enrollment by application, MAFB Form 53; **Eligibility:** O-5 selectees and above.

○ **Air Command and Staff College** (Course 00037A-C) - Four units of study materials on CD Rom (correspondence or seminar); Seminar group study with CD Rom in a classroom environment or cyberspace; **Eligibility:** O-4 selectees and above

○ **Squadron Officer School** - (Course 00024A-D/00025A-D); Four units of study materials; Book-based version or CD Rom version; No transfer credit granted between versions; **Eligibility:** O-3 and above.

Note: The officer PME and short courses listed on the preceding pages are open to all eligible Reserve and Guard officers, however, the selection process for each component differs. For IMAs, a board is conducted yearly at ARPC to choose officers to attend in-residence courses. Correspondence courses are available to Reserve officers at the point in their career when they need to complete a particular course. Guard officers can check with their local education services sections on the availability of courses.

Individual reservists can order ECI correspondence courses by calling DSN 926-6396; commercial (303) 676-6396; or toll free (800) 525-0102, Ext. 330. For information on in-residence courses, call DSN 926-6531, or toll free, Ext. 300.



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AIR RESERVE PERSONNEL CENTER

Individual Reservist NCO Promotions

The Reserve enlisted promotion program is different from active duty in many ways and is of special concern to management for the individual reservist. Reserve enlisted promotions are limited to the authorized grade the reservist fills. Upward mobility is limited to the number of higher grade positions available.

While management dictates that enlisted grades not be inflated, many senior NCOs remain in the Reserve until retirement at age 60. The length of these members' service reduces the chance of a junior person coming up through the ranks.

In recognition of the longevity and increased age and experience level of most reservists, the following information is provided to help enlisted individual reservists manage their careers and make more informed choices.

PME, time in grade important

Individual reservists should remember that the unit commander's recommendation and MAJCOM final approval is the key to promotion when a member is occupying a higher graded position.

Individual reservists who are eligible for promotion to staff sergeant, technical sergeant and master sergeant should make sure that they have completed all of their PME requirements. If the member is a staff sergeant with 12 satisfactory years or a technical sergeant with 20 satisfactory years and meets all other criteria (except for occupying the higher graded positions), the commander can recommend one grade over promotions.

All reservists being considered for promotion must be eligible to train and must accrue points toward retirement. Members in nonpay programs are eligible for promotion only through master sergeant, and must accrue 50 points during the R/R year.

There are two ways enlisted members can be promoted:

- ☐ Unit vacancy, (all reservists) or
- ☐ One grade over the authorized position grade (up to master sergeant for individual reservists and up to staff sergeant for unit reservists).

Promotions made every other month

Enlisted promotions throughout the Reserve are made on the first day of January, March, May, July, September, and November.

Two months before each promotion month, the personnel data system generates a promotion eligibility roster. This roster identifies all enlisted members eligible for promotion during that cycle. The promotion roster does project eligibility in mid-cycle. For example: If members are eligible for promotion on Aug. 1, their names will appear on the July 1 roster for promotion consideration in September.

IMA promotion procedures

HQ ARPC/DPJA sends two copies of the promotion eligibility roster to the servicing MPF of the unit of assignment. The servicing MPF sends the roster to the commander of the unit of assignment with a return suspense date.

The commander contacts the unit of attachment for recommendation or non-recommendation and lines through the names of individual reservists not recommended for promotion. The reason and an effective date of ineligibility (not to exceed six months) must be annotated on the right side of the roster for members not recommended for promotion.

Individual reservists not lined through are recommended for promotion. The commander then signs and dates the certification statement at the end of the roster and sends it back to the servicing MPF. The MPF forwards the roster to the appropriate approval authority (MAJCOM/FOA).

Enlisted promotion policy for all centrally managed members (HC, SG, JA) is somewhat different and can be found in ARPC Manual 36-2604 in coordination with AFI 36-2502. Specific questions should be directed to your appropriate central manager.

The approval authority, after considering the commander's recommendation, makes the final determination. The approval authority makes appropriate annotations on the master roster and returns it to HQ ARPC/DPJA for updating and processing before the 20th day of the month prior to the effective date of promotion.

EPRs for Participating Individual Ready Reservists

A two-phase implementation for periodic Enlisted Performance Reports (EPRs) went into effect July 1, 1997. The 24-month phase-in for this program will be made by terminal (last) digit (TD) of your social security number (SSN) with the first reports closing out in September 1997. SSNs ending in 0-4 will have a report phased in during the first year, and those ending in 5-9 will phase in during the second year.

The Effective Date of Change of Strength Accountability (EDCSA) will be used to compute your close-out date. In most cases, the EDCSA is the date you entered the IMA program. You must also have 16 active or inactive duty training points for an EPR to be rendered unless the report is directed by your commander. Your supervisor's servicing Military Personnel Flight will start receiving EPR notices from HQ ARPC Evaluations Section in July 1997, unless you're centrally managed, then it will go to your unit of attachment. For more information contact HQ ARPC/DPJC2 at DSN 926-7475; commercial (303) 676-7475; toll free (800) 525-0102, Ext. 340; or e-mail dpjc@arpcmail.den.disa.mil.

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AIR RESERVE PERSONNEL CENTER

Reserve Assignments

The Air Reserve Personnel Center assignment management division is in business to provide members and organizations with assignment information.

Regardless of the type of assignment, reservists must have a minimum of 50 points each retention and retirement year to earn a satisfactory year toward retirement. Thirty-five points must be earned and 15 points are awarded for membership.

Participants should realize there is no one magic formula for successfully completing a career in the Guard or Reserve and attaining retirement benefits. Participants should realize the responsibility for success lies with the individual. At ARPC, every effort is made to provide the individual with the knowledge and information necessary to plan and succeed. The elements of success are participation, performance, professional military education, academic education, and career planning. To apply these factors or elements, the individual must know the programs available, their training requirements, and available positions.

The available programs are:

Unit Programs - Category A

The program most familiar to Guard and Reserve members is the unit program. This program requires one weekend of inactive duty training (IDT) every month referred to as unit training assembly (UTA) for pay and points and two weeks active duty (annual training) for pay and points each fiscal year. Unit members who complete all required UTAs receive 48 points, one point per four hour IDT period. They earn one point for each day of active duty training and 15 membership points.

IMA program - Category B

❑ The **Individual Mobilization Augmentee program** normally consists of individual reservists assigned to major commands and field operating agencies. They train for pay and points primarily with the active duty unit. Some commands allow training attachments to a unit (active duty,

Guard, or Reserve) in the member's local area, but this decision is made by the individual command on a case by case basis.

IDTs for pay and points are usually performed during the week, one or two days a month, for two IDT points per day, for a total of 24 or 48 points a fiscal year. These IDTs can, in some cases, be grouped into larger increments such as five days a month. In addition, a 12-14 day paid tour of active duty training is required each year with one point awarded for each day of active duty training. You also receive 15 membership points each year.

❑ **Critical Medical Skills:** This program is for members with identified critical health professional skills needed to meet contingency and war-time requirements. Participants must be employed full-time in those identified critical skills in a civilian capacity. Training is a 12-day annual active duty tour and members are attached to an active duty medical training facility where their grade and AFSC can be utilized. Fifteen membership points are awarded and the remaining points are credited through civilian critical skill training.

Medical Individual Ready Reserve Program - Category J

This program is for members with critical health professional specialties. Participants must be employed full-time in a critical skill in a civilian capacity. Training may be up to 12 paid days of active duty per year, 15 membership points and the remaining points credited through civilian critical skill training.

Assignment Opportunity System (AOS)

The AOS is a database system that matches individual reservists seeking new assignments with available positions. By completing an AF Form 1288, "Application for Ready Reserve Assignment," Reservists are entered into the AOS database where the information is stored until a match is made. For details, see more in AOS on Page 9.



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AIR RESERVE PERSONNEL CENTER

Points Only Programs - Category E

There are several programs that can help keep your career going while you look for a paid Guard or Reserve position. Points earned toward retirement are accumulated in the same manner as in training and retirement categories A and B. These programs are also available to officers promoted to lieutenant colonel or above who cannot find a selected reserve position and must serve satisfactorily in the higher grade for three years (ROPMA) to retire at that grade.

Air Force Admissions Liaison Officer

This program is for officers only. Their job is to counsel, recruit, and evaluate potential candidates for the Air Force Academy and AFROTC programs. Guard and Reserve officers who would like to do more than their normal training may also perform this as an additional duty.

Civil Air Patrol Reserve Assistance program

Provides training opportunities for both officer and enlisted personnel who serve as advisors to CAP units. Guard and Reserve officers and enlisted who would like to do more than their normal training may also perform this as an additional duty.

Chaplain Service program

This program is available for Reserve members (AFSC 52RX and 5R0XX). Members may earn non-pay points for retirement by performing non-pay inactive duty training; reading books from selected lists and writing reports; or completing ECI courses.

Judge Advocate Reinforcement Designee program

This program is available for Guard and Reserve officers (AFSC 51JX). Members are normally attached to the closest Air Force base legal office where their grade and AFSC can be utilized. Non-pay points for retirement may be earned by performing non-pay inactive duty training or completing ECI courses.

Medical program

This program is available to medical officer and enlisted Reserve members. Members may earn non-

pay points performing inactive duty training, and they are attached to an active duty medical treatment facility where their grade and AFSC can be utilized. Supplementary non-pay points may be earned by completing ECI courses or attending an approved professional meeting.

Ready Reinforcement Personnel Section (RRPS)

This program is available for Guard and Reserve members when other assignment options are not available or acceptable. Personnel entering RRPS must have an approved training attachment (active duty, Guard or Reserve unit, or DoD agency). Members may be assigned to the RRPS for up to three years. During this time, you can continue to meet your retirement objectives by earning a minimum of 35 non-paid points per year, 16 of which must be IDT or annual tour. You can earn additional points via approved correspondence courses and 15 membership points.

Avenues for finding new assignments

Now that we have discussed the programs, let's look at the avenues available to obtain an assignment. Finding a participating assignment is your responsibility. Air Force Reserve recruiters can assist you in finding a paid position. You may also submit a completed AF Form 1288, "*Application for Reserve Assignment*" to HQ ARPC/DAA to have your name entered into the Assignment Opportunity System. If you are currently an IMA, contact the nearest BIMAA or HQ ARPC/DAA for transfer information.

Vacancies are limited; therefore, it may not always be possible to find just the type of assignment for which you are looking. You should ensure the recruiters in your local area, either Guard or Reserve, are aware of your interest in participating. This grass roots, eye-to-eye contact with the unit recruiter is most beneficial when a vacancy does occur in a unit.

For a Category A (unit), B (IMA) or E (points only) assignment, contact the nearest Reserve recruiter. You may also write or call the IMA Recruiting Liaison office at 6760 E. Irvington Pl. #9500, Denver, CO 80280-9500, (303) 676-7057 or DSN 926-7057.

Assignments for O-6s are handled by USAF/REP except for centrally managed programs (medical, chaplain, and legal professions).

This information was provided by the Assignment Management Division, Air Reserve Personnel Center. For the most current information, contact HQ ARPC/DAA, 6760 E. Irvington Pl. #2200, Denver, CO 80280-2200; or call toll free (800) 525-0102, Ext. 292/346, DSN 926-6429/6522; or commercial (303) 676-6429/6522. (Current as of September 1997)

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AIR RESERVE PERSONNEL CENTER

Assignment Opportunity System

The Assignment Opportunity System (AOS) was developed as a result of feedback from reservists. The AOS is a computer generated database system that matches reservists seeking new assignments with available positions. By completing an AF Form 1288, "*Application for Ready Reserve Assignment*," or calling HA ARPC/DAA, reservists are entered into the AOS database where the information is stored until a job match is made.

Features of the system

- ☐ Provides opportunity for assigned personnel to locate new positions for career enhancement or during times of relocation or force reduction
- ☐ Central location to assist personnel interested in pursuing another career via retraining if necessary
- ☐ Headquarters Air Force Reserve units and Air Reserve Personnel Center have access
- ☐ Capability to match individual reservists seeking new assignments with available positions

The following information will be contained in the database: Name, SSN, Grade, AFSC, Home Address, Home Telephone Number, Business DSN Telephone Number, Assignment Preference (unit/IMA) and Location Preference.

Advantages

- ☐ Quick system reference of applicants to fill new vacancies on short notice
- ☐ Provides a more positive response for applicants when no position is available at the time they inquire
- ☐ Assists individuals in managing their careers by making their assignment preferences known
- ☐ Eliminates paperwork maintained in ARPC's assignment division

- ☐ Provides a pool of applicants for recruiting
- ☐ Allows qualified reservists to transfer between unit and IMA programs to gain additional experience

AOS procedures

To have your name entered into the AOS database for future consideration, either fill out an AF Form 1288 and mail it to HQ ARPC/DAA, or call (303) 676-6429/6522, DSN 926-6429/6522 or toll free, (800) 525-0102, Ext. 292/346. The Datafax number is DSN 926-6326; or commercial (303) 676-6326.

More on assignments

Assignment and job information is available from a variety of sources.

The *IMA Update* Jobline section contains requests from organizations that need either temporary or permanent help from individual reservists. The *IMA Update* is also available on the AFRC Homepage.

To access the *IMA Update* electronically, type in <http://www.arpc.org>. Click on "News & Info" and then "*IMA Update*."

The establishment of the AFRC site on the World Wide Web also makes information on jobs from other sources easy to access. Statutory tour listings for officer and enlisted personnel, and air reserve technicians are available on the Directorate of Personnel portion of the AFRC Homepage.

To access the Directorate of Assignments and Readiness section of the AFRC Homepage directly, type <http://www.afres.af.mil/jobs>, or type <http://www.afres.af.mil> and click on the job openings icon.

For technical advice about the Homepage, please call AFRC/SC at DSN 497-1864, or commercial (912) 926-1864.

This information was provided by the Assignment Management Division, Air Reserve Personnel Center. For the most current information, contact HQ ARPC/DAA, 6760 E. Irvington Pl. #2200 Denver, CO 80280-2200, or call toll free (800) 525-0102, Ext. 292/346; DSN 926-6429/6522; or commercial (303) 676-6429/6522. (Current as of September 1997)



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AIR RESERVE PERSONNEL CENTER

Activation of Individual Reserve Members

Availability

As an individual reserve member, there are two ways to be recalled to active duty: voluntary and involuntary activation.

Voluntary activation - Your personal availability to support a contingency is considered as part of the selection criteria. Your commander or commander's representative may call you and ask if you are available and willing to be activated. You may also call HQ ARPC/DARR toll free, (800) 525-0102, Ext. 206, DSN 926-7081; or commercial (303) 676-7081 and let us know your availability, which is then tracked in a database and disseminated to supporting commands.

Involuntary activation - Members of the selected reserve (IMA and unit reservists) must be available to report within 24 hours of notification. All other categories of reservists (standby, IRR, retired reserve and active duty retirees) have five days to report after notification. For this reason, it is extremely important to maintain accurate addresses and phone numbers with ARPC and, for participating reserve members, your military supervisor and unit of assignment/attachment.

Activation authorities

<u>Title 10 USC</u>	<u>Type</u>	<u>Numbers</u>	<u>Authority</u>
12301(d)	Volunteer	Unspecified	SecAF
12304	PSRC	200,000	President
12302	Partial	1,000,000	President
12301(a)	Full	Unlimited	Congress

Notification of activation

You will be notified of activation by one or more of the following methods:

- ☐ Telephone call from your commander, commander's representative MAJCOM or central program manager;
- ☐ Orders mailed to you (1st class, return receipt requested, overnight, special delivery);
- ☐ Announcement by a government official

When you are activated notification will be either by mail or telephone call. You will be given a report-not-later-than date. If you don't receive your written orders before your departure date,

you are authorized to travel without written orders. When you receive your written orders, they will confirm the verbal order you received over the phone. Copies of your written orders will be sent to your initial duty location, servicing MPF, and your home of record. Do not delay your departure. You must ensure you arrive within the guidelines set forth in the reporting instructions.

Travel by private auto is not authorized unless you live within commuting distance of the unit you are being assigned to. Commercial air travel will be arranged through a contract travel service established by ARPC. Access to this service will be explained when you receive your initial notification. When traveling, you are considered on active duty and entitled to active duty benefits and privileges. You are also subject to the Uniform Code of Military Justice.

Responsibilities upon involuntary activation

- ☐ Be prepared to travel and report according to either the verbal or written instructions provided. Dependents are not authorized to travel with you under any circumstance.
- ☐ In-process through the base MPF Personnel Readiness Unit
- ☐ Be prepared to begin work immediately
- ☐ Have enough money to sustain yourself and your family until you receive your military pay (approximately two weeks)
- ☐ Hand carry all certification/accreditation documentation for professional skills and training records

For reservists living outside the U.S.

Members who live overseas and report to the CONUS or another overseas location present unique problems. You may be alerted to initiation of activation through the local news media. Members should contact the nearest military installation for confirmation and assistance in arranging travel.

Delays in reporting

A delay is a postponement of not more than 30 days in reporting to active duty. Exemption is the total relief from the order to active duty. Requests for a delay or exemption in reporting to active duty are ad-

Continued next page

FACT SHEET



AIR RESERVE PERSONNEL CENTER

Activation (cont.)

ministered by the MAJCOM Reserve Affairs Office for MAJCOM assigned IMAs.

For IMAs assigned to the chaplain, medical, legal career fields, Air Force Element IMAs, and individual reservists assigned to the Individual Ready Reserve (IRR), requests are administered by HQ ARPC/DPAD. All requests must meet the requirements established in the *Personnel Readiness and Mobilization Handbook* (AFH10-416).

Any member whose situation requires a permanent exemption will be reassigned to a non-participating status or discharged. Members with a disqualifying medical condition will be recommended for discharge.

Mobilization Readiness Folder

Maintaining this folder with current data as outlined may be the best way to prevent many personnel data problems for you and your family. The folder should consist of, but is not limited to, the following:

- ☐ Certified copy of your marriage certificate
- ☐ Certified copies of birth certificates for yourself and authorized family members
- ☐ Certified copies of court orders or decrees pertaining to persons who are your dependents
- ☐ Immunization record: Public Health Service Form 731, *International Certificate of Vaccination*
- ☐ Copy of the order or mailgram ordering you to active duty
- ☐ AF Form 2293, *US Air Force Motor Vehicle Operator*
- ☐ Identification Card, if applicable
- ☐ Passport, if applicable
- ☐ SGLI form
- ☐ DD Form 93, *Record of Emergency Data*
- ☐ Recent point summary (AF Form 526)
- ☐ AF Form 165, *General Power of Attorney*, or AF Form 831, *Credential/Certification Folder*, if applicable
- ☐ AF Form 357, *Dependent Care Certification*
- ☐ Most current copy of your civilian medical history (to include a record of past illness or injuries not recorded in your military medical record)

Actions to Take Before Activation

- ☐ Take necessary actions to ensure all legal, business, and personal matters are arranged to be

carried out in the event of your absence

- ☐ Ensure dependents are pre-enrolled in the Defense Enrollment Eligibility Reporting System (DEERS)
- ☐ Update DD Form 93, *Record of Emergency Data*
- ☐ Arrange dependent care
- ☐ Prepare a will
- ☐ Prepare power of attorney
- ☐ Familiarize family members with insurance policies
- ☐ Have proper military uniforms in good condition

Military Pay

The Air Force Direct Deposit Program is mandatory. Pay and any allowances will be automatic for those who already have direct deposit. With direct deposit you receive your pay statement in the mail, but your money is deposited directly to your designated account. To start direct deposit, send a completed SF Form 1199A, "*Direct Deposit Sign-Up Form*," to your Reserve Pay Office (RPO). The form is available from most financial institutions or your local active duty finance office.

Leave

Commanders may authorize leave on an individual basis. Leave is accrued at a rate of 2.5 days per month of active duty for tours of 30 or more consecutive days.

Use AF Form 988, "*Leave Request/Authorization*," and have your supervisor call your Reserve Pay Office to obtain a leave control number or have your supervisor mail Part I of AF Form 988 to the RPO to obtain the leave control number.

After leave is taken, complete Part III of AF Form 988 and mail to your RPO. Keep Part II of the AF Form 988 for your records.

You will receive payment for all unused leave not to exceed 60 days in your entire Air Force career, approximately three weeks after your tour is completed. If you serve consecutive tours of more than 30 days each and have unused leave for the first tour, you may request payment for the first tour after it has been completed or may continue to accrue leave. State your desire on your End of Tour Report.



FACT SHEET

AIR RESERVE PERSONNEL CENTER

Reserve Categories

Reservists are categorized by type of assignment, Reserve status, military service obligation, and laws or directives governing their administration. The READY RESERVE is made up of approximately 179,000 trained members who are subject to recall to active duty to augment the active components in time of war or national emergency. Of these reservists, about 76,000 are Selected Reserve members who train regularly and are paid for their training in unit or individual programs (IMAs, for example). In addition, approximately 103,000 are members of the Individual Ready Reserve. As mentioned earlier, most IRR members are not required to train regularly, but are subject to mobilization. A small number of the IRR are in participating programs where they can earn points towards retirement.

The president may recall up to 200,000 Ready Reserve personnel from all Department of Defense components for up to 90 days and can extend the duration an additional 90 days, if necessary. The president may also recall up to one million Ready Reserve members from all services for a period not to exceed 24 months. Congress, when declaring a national emergency, may recall all reserve members including the Ready, Standby and Retired populations.

The *RETIRED RESERVE* is the category of members with 20 or more years of satisfactory service (active duty and/or Reserve time, but not 20 years of active service) who are eligible for retired pay upon reaching age 60. These members may only be recalled to active duty under the authority of Title 10, U. S. C., Sections 2301(a) (full mobilization) and 12307 for the duration of the operation plus six months.

Most of the *STANDBY RESERVE* is comprised of members who do not train and are not assigned to units. The Standby Reserve includes officers and enlisted members who, for a variety of administrative reasons, are not eligible to remain in a selected reserve status, but who are required or choose to remain affiliated with the Air Force Reserve. Members of the Inactive Status List Reserve Section (ISLRS) are included in this group. There are also a small number of reservists (less than 50) who are in a participating section of the active Standby. These re-

Categories and Training Requirements

Category A:

- ☐ All Guard Units
- ☐ Reserve Combat/Combat Sustaining Units

Category B:

- ☐ Individual Mobilization Augmentees in Reserve Sections MA, MB, ME, and MR*
 - ☐ IMAs in Reserve Section MC**
- Critical Medical Skills, formerly Category D***
 *Min. IDTs required: 48; pay: yes;
points: yes; annual training required: 12-14 days
 **Min. IDTs required: 24; pay: yes; annual training required: 12-14 days
 ***Min. IDTs: 24; pay: AT only; points: yes; annual training required: 12 days

Category E

- ☐ Medical Individual Ready Reserve*
 - ☐ AF Admissions Liaison Officer
 - ☐ Chaplain Reinforcement Designees*
 - ☐ Civil Air Patrol Reserve Assistance Program
 - ☐ Medical
 - ☐ Judge Advocate
 - ☐ Ready Reinforcement Personnel Section*
- *Min. points required: 50 (minimum of 16 done through IDT); pay: no; points: yes; minimum active duty training required: none
- All others: Min. points required: 50; pay: none; points: yes; min. annual required: none

Category J

- ☐ Critical health professional specialties
- Participants must be employed full-time in a critical skill in a civilian capacity.
Training required: Up to 12 paid days of active duty per year, 15 membership points and the remaining points credited through civilian critical skill training.
- ☐ Legal interns
- Training required: 60-90 days AD; pay only; no points while in law school
- ☐ Chaplain candidates
- Training required: 100 days ADT during the program

servists can earn (non-paid) points towards retirement. In total, there are approximately 14,550 individuals in the Standby Reserve.

FACT SHEET



AIR RESERVE PERSONNEL CENTER

Point Credit for Guard and Reserve

Credit for your service in the Air National Guard or Air Force Reserve is recorded by a participation point system. This system, called the Point Credit Accounting and Reporting System (PCARS), is an automated system that records the points earned and awarded to members. It is managed by HQ ARPC/DPK, the point credit accounting division, DSN 926-6373; commercial (303) 676-6373; or toll-free (800) 525-0102, Ext. 403.

Page 1 (Please refer to AF Form 526)

1. Organization.
2. Rank and name.
3. Mailing address.
4. Social Security number (SSN).
5. **Date Prepared:** Usually 60 days after closeout date.
6. **PAS:** Identifies your unit of assignment and state code for ANG or Reserve section for USAFR.
7. **Retention/Retirement Date:** In accordance with DoDI 1215.7 the R/R date for individuals who became reserve members on or after Oct. 1, 1995, is the date the member initially entered into uniform service. A new R/R date is not established when a member transfers between reserve and regular components. If a non-creditable break occurs, a new R/R date is established. R/R dates for individuals who were members of the reserve prior to Oct. 1, 1995, will not be changed.
8. **CLOSEOUT DATE:** Last day of R/R year.
9. **Satisfactory Service:** Total years, months, and days of satisfactory service.
10. **Statement Reason:** Annual; discharge; transfer to Retired Reserve; death; loss to another service; or EAD (not stat tour).
11. Read this statement carefully. IMAs take corrective action through HQ ARPC/DPK, 6760 E. Irvington Place #2100, Denver, CO 80280-2100, toll free (800) 525-0102, Ext. 403; DSN 926-6373, or commercial (303) 676-6373.
12. These entries are the total points and satisfactory service credited for R/R year just completed.
13. **Type Duty Codes (TD):** Codes used to specifically identify your participation.
14. Dates of participation, type of duty and the points credited for each date(s) for R/R year just completed.
15. ECI points are credited on course completion date.

Page 2

16. Chronological point history and Non-Creditable Service Periods for previous R/R years if recorded in database. Service such as civilian status or assignments to the Inactive Status List Reserve Section (ISLRS) are shown as non-creditable service periods.
17. **Total Points Accrued Thru:** All points and satisfactory service credited through closeout date of this R/R year. Your total points may exceed total points for retirement. No more than 365 points (366 for leap year) may be credited for retirement in one R/R year. For R/R years closing out on or after Sept. 23, 1996, no more than 75

inactive duty points, including ECI and membership points, may be credited for retirement in one R/R year. For R/R years closing out on or before Sept. 22, 1996, no more than 60 inactive duty points may be credited for retirement in one R/R year. The AF Form 526 provides a history of participation and points awarded during the recently completed R/R year. All types of creditable and non-creditable duty are shown, as well as the fact that a member earned or did not earn the required number of points (50) for a creditable year of satisfactory federal service.

History capture

Officer and enlisted personnel's prior service is input into the PCARS system according to the PCARS gain date. The oldest gain dates are captured first; descending down to the most recent gain date. Once your prior service history is captured, your next AF Form 526 will reflect a complete chronology of your military service, your current R/R year points, total retirement points and creditable satisfactory years of service. If applicable, the AF Form 526 will also show all breaks and non-creditable service. In subsequent years you will receive an annual AF Form 526, which will reflect current R/R year points and your entire service history.

Review

It is important that you review your AF Form 526 promptly upon receipt. Individual Reservists should notify HQ ARPC/DPK of any discrepancies within 30 days. Since this form becomes a part of your master personnel record, its accuracy should be of prime concern to you. For officers, the AF Form 526 is also part of the selection brief used by the promotion board in evaluating participation and in determining retention in an active status. Enlisted members' AF Forms 526 are used to verify a member's total years of enlisted service which is used to determine eligibility for promotion by local promotion boards. The AF Form 526 is also used by the retirement branch to determine the amount of money you'll receive after you retire. Review your AF Form 526 for accuracy and retain a copy in your personal file.

Corrections

As a participating member in the Guard or Reserve, you should know the importance of timely submission of supporting documents for posting points. Rosters of unit training assemblies (UTAs) serve as supporting documentation for these drill periods. Timely submission of supporting documentation of training other than UTAs should be sent to your Military Personnel Flight. AF Form 40a must be forwarded within two duty days of the participation period. AF Form 458 must be submitted within five days of participation. Late submission may result in an erroneous AF Form 526 and require corrective action.



FACT SHEET

AIR RESERVE PERSONNEL CENTER

ANG/USAFR Point Credit Summary Sample

① To the Guardsman/Reservist:

Computerized information on your participation is shown below. It is possible that it may be inaccurate. Therefore, it is not a guarantee of points or service for retention, promotion or retired pay purposes. It remains subject to audit and adjustment. Review it carefully. If any errors are found, contact your MPF within 30 days of receipt of this form and provide documentation of correct points or service. Failure to identify errors promptly could affect future crediting of points and service. Annually, about 60 days after your retention/retirement date, you'll receive AF Form 526, ANG/USAFR Point Credit Summary. This is a computer record of participation points credited to you for the R/R year just completed and may also reflect a complete history of points credited for all military service.

① MT00 AIR RES PERS CE CM ⑤ DATE PREPARED : 96/12/13
 ② TSGT PCARS JANE ④ 123-45-6789 ⑥ PAS : 9631F1ZM MT
 123 PINE LANE ⑦ RET/RETIRE : 0215
 ③ NOWHERE CO 01876-5000 ⑧ CLOSEOUT DATE : 961007
 ⑨ SATISFACTORY SVC : 200328
 ⑩ STATEMENT REASON : TRANS TO RETIRED RES

FROM DATE	THRU DATE	ACTIVE DUTY TRAINING	IN ACTIVE DUTY TRAINING	ECI	MEMBER SHIP	TOTAL POINTS	TOTAL POINTS FOR RETIREMENT	SATISFACTORY SERVICE YRS/MOS AND DYS
96 FEB 15	96 OCT 07	0015	0032	0044	010	00101	00090	000723

⑬ TYPE DUTY CODES (TD)

- | | | |
|----------------------|-------------------------|-------------------------|
| 1. ACTIVE DUTY OTHER | 5. EXTENDED ACTIVE DUTY | 8. NON-PAID INAC DUTY |
| 2. SPECIAL TOUR | 6. AFTP | A. NON-PAID ACTIVE DUTY |
| 3. SCHOOL TOUR | 7. PAID INAC DUTY | B. CONTINUATION PAY |
| 4. ANNUAL TOUR | | |

FROM DT	THRU DT	TD	PTS	FROM DT	THRU DT	TD	PTS	FROM DT	THRU DT	TD	PTS
96MAR17	96MAR18	7	004	96MAR19	96MAR25	4	007	96APR21	96APR22	7	004
96JUN23	96JUN24	7	004	96JUL14	96JUL15	7	004	96AUG04	96AUG05	7	004
96AUG20	96AUG21	7	004	96AUG27	96AUG27	4	001	96SEP03	96SEP03	7	002
96SEP10	96SEP10	7	002	96SEP11	96SEP17	3	007	96SEP24	96SEP25	7	004

Correspondence Courses				Correspondence Courses				Correspondence Courses			
DATE	PTS	VOL	COURSE	DATE	PTS	VOL	COURSE	DATE	PTS	VOL	COURSE
96JUL03	008	02	24250	96JUL03	004	03	24250	96JUL03	003	04	24250
96JUL03	012	05	24250	96JUL03	008	06	24250	96JUL03	009	900	24250

TSGT PCARS JANE

ANG/USAFR POINT CREDIT SUMMARY
123-45-6789

PAGE 2 OF 2
DATE PREPARED: 96/12/13

SERVICE HISTORY

FROM DATE	THRU DATE	AD	IDT	ECI	MBR	TOTAL	RETIRE	SAT SVC
50 OCT 02	51 OCT 01	0365	0000	0000	000	00365	00365	010000
51 OCT 02	52 OCT 01	0366	0000	0000	000	00366	00366	010000
52 OCT 02	53 OCT 01	0365	0000	0000	000	00365	00365	010000
53 OCT 02	53 OCT 23	0022	0000	0000	000	00022	00022	000022
53 OCT 24	54 APR 13	CIVI	LIAN	STA	TUS			
54 APR 14	55 APR 13	0365	0000	0000	000	00365	00365	010000
55 APR 14	56 APR 13	0366	0000	0000	000	00366	00366	010000
56 APR 14	57 APR 13	0365	0000	0000	000	00365	00365	010000
57 APR 14	58 JAN 19	0281	0000	0000	000	00281	00281	000906
58 JAN 20	64 NOV 13	CIVI	LIAN	STA	TUS			
64 NOV 14	65 NOV 13	0015	0049	0000	015	00079	00075	010000
65 NOV 14	66 NOV 13	0015	0042	0000	015	00072	00072	010000
66 NOV 14	67 NOV 13	0000	0014	0000	015	00029	00029	000000
67 NOV 14	68 SEP 20	0239	0008	0000	013	00260	00260	001007
68 SEP 21	86 FEB 14	CIVI	LIAN	STA	TUS			
86 FEB 15	87 FEB 14	0014	0050	0045	015	00124	00074	010000
87 FEB 15	88 FEB 14	0015	0048	0000	015	00078	00075	010000
88 FEB 15	89 FEB 14	0015	0048	0000	015	00078	00075	010000
89 FEB 15	90 FEB 14	0015	0029	0019	015	00078	00075	010000
90 FEB 15	91 FEB 14	0014	0049	0034	015	00112	00074	010000
91 FEB 15	92 FEB 14	0015	0040	0067	015	00137	00075	010000
92 FEB 15	93 FEB 14	0014	0044	0000	015	00073	00073	010000
93 FEB 15	94 FEB 14	0013	0050	0021	015	00099	00073	010000
94 FEB 15	95 FEB 14	0015	0046	0000	015	00076	00075	010000
95 FEB 15	96 FEB 14	0024	0048	0000	015	00087	00084	010000

TOTAL POINTS

⑰ ACCRUED TO 961007 2933 0597 0230 218 03978 03759 200328

FACT SHEET



AIR RESERVE PERSONNEL CENTER

Retired Reserve

The Retired Reserve consists of three separate sections:

- (1) Those who are receiving retired pay (Retired Reserve Section ZB);
- (2) Those who have met all requirements for retired pay except for attainment of age 60 (Retired Reserve Section ZA); and
- (3) Those persons commonly referred to as honorary retirees who will never be eligible for retired pay, benefits, or an identification card, but who desire to maintain their affiliation with the Reserve and the Air Force (Retired Reserve Section ZH).

The minimum requirements for transfer to the Retired Reserve are to have completed eight years satisfactory service and be at least 37 years of age or have been found physically disqualified for active duty, not as a result of his or her own misconduct, regardless of the total years of service completed (this qualification would place a person in ZH status). These members will be removed from the Personnel Data System at age 66.

Eligibility

To attain eligibility for retired pay at age 60, you must complete at least 20 years of satisfactory service (unless retiring under the Reserve Transition Assistance Program) with the last six or eight of the qualifying years in a Guard/Reserve component. If 20 years of satisfactory service is completed prior to Sept. 30, 1999, the last six years of qualifying service must be served in a reserve component. If there is not a change to the law, anyone who completes 20 years of satisfactory service after Sept. 30, 1999, will be required to serve the last eight years of qualifying service in a reserve component. If you meet the eligibility requirements for pay at age 60, you will be issued a "Notification of Eligibility for Retirement Pay at Age 60" letter and be eligible to participate in the Reserve Component Survivor Benefit Plan. Also, if you were a Guard/Reserve member prior to Aug. 16, 1945, you must have served on extended active duty during

time of war or national emergency (WWI, WWII, Korea, Berlin Crisis, Cuban Missile Crisis or Vietnam).

There are certain benefits that accrue when you complete eligibility requirements for pay before you reach age 60 (10 U.S.C. 12731).

First, upon receipt of the notification letter, you may participate in the Reserve Component Survivor Benefit Plan (see details on pages 32-33). This plan allows an annuity of up to 55 percent of retired pay to an eligible, designated beneficiary.

Second, upon transfer to the Retired Reserve, you may participate in an open mess, if authorized by the base commander; wear the uniform on appropriate occasions; possess an Identification Card, DD Form 2AF (Reserve/red) and are entitled to air transportation on a space-available basis. You are also authorized full access to the base exchange and a maximum of 12 visits per year to a commissary. Also, full-time coverage under the Veterans' Group Life Insurance (VGLI) program is available. Information on this program will be forwarded upon transfer to the Retired Reserve.

Third, persons in Retired Reserve Section ZA are automatically furnished applications to apply for retired pay four months prior to attaining age 60.

Upon receipt of retired pay at age 60, persons receive the same benefits that accrue for retired members of the Regular Air Force.

An application must be made for transfer to the Retired Reserve; it is not automatic. To transfer, individual reservists must submit AF Form 131, "Application for Transfer to the Retired Reserve," either through their Military Personnel Flight or directly to HQ ARPC/DPAR, depending on their current status. IMAs and Reinforcement Designees must submit the AF Form 131 through their MAJCOM for coordination to HQ ARPC/DPAR.

Guard/Reserve members may also qualify for immediate retired pay by accumulating at least 20 years of active duty. Rules for medical disability retirement are different and are processed by Air Force Personnel Center, Randolph AFB, Texas.



FACT SHEET

AIR RESERVE PERSONNEL CENTER

Point Valuation for Retirement Benefits (1998) Reservists and Guardsmen

This point valuation chart has been prepared by the Retirement Branch in order that you may determine what your approximate gross monthly retired pay may be. The exact amount you are entitled to receive will be determined when you apply for retired pay and will be computed on the base pay in effect when retired pay is granted. Service for base pay is your total years of military service (both active and inactive). Members can also calculate their retired pay by using the Retirement Benefits Calculator located on the ARPC Homepage at <http://www.arpc.org/newsinfo/newsinfo.htm>.

Highest Grade Held	Over 20 years service		Over 22 years service		Over 24 years service		Over 26 years service	
	Base Pay	Value of each point	Base Pay	Value of each point	Base Pay	Value of each point	Base Pay	Value of each point
Maj Gen	8,133.00	.56479	8,333.70	.57873	8,333.70	.57873	8,333.70	.57873
Brig Gen	7,3540.80	.51075	7,354.80	.51075	7,354.80	.51075	7,354.80	.51075
Colonel	5,631.60	.39108	5,958.00	.41375	6,159.30	.42773	6,461.70	.44873
Lt Col	5,094.60	.35379	5,272.50	.36615	5,272.50	.36615	5,272.50	.36615
Major	4,407.90	.30610	4,407.90	.30610	4,407.90	.30610	4,407.90	.30610
* Captain	3,868.80	.26867	3,868.80	.26867	3,868.80	.26867	3,868.80	.26867
Captain	3,812.40	.26475	3,812.40	.26475	3,812.40	.26475	3,812.40	.26475
*1st Lt	3,275.40	.22746	3,275.40	.22746	3,275.40	.22746	3,275.40	.22746
1st Lt	2,828.70	.19644	2,828.70	.19644	2,828.70	.19644	2,828.70	.19644
*2nd Lt	2,771.40	.19246	2,771.40	.19246	2,771.40	.19246	2,771.40	.19246
2nd Lt	2,231.70	.15498	2,231.70	.15498	2,231.70	.15498	2,231.70	.15498
WO (W-5)	4,074.60	.28296	4,228.80	.29367	4,351.20	.30217	4,534.50	.31490
WO (W-4)	3,660.30	.25419	3,782.70	.26269	3,900.60	.27088	4,077.60	.28317
WO (W-3)	3,219.90	.22360	3,336.30	.23169	3,336.30	.23169	3,453.60	.23983
WO (W-2)	2,889.00	.20062	3,005.70	.20873	3,005.70	.20873	3,005.70	.20873
WO (W-1)	2,681.10	.18618	2,681.10	.18618	2,681.10	.18618	2,681.10	.18618
CMSgt	3,096.00	.21500	3,258.60	.22629	3,385.50	.23510	3,576.00	.24833
SMSgt	2,713.50	.18844	2,873.10	.19952	3,000.90	.20840	3,193.50	.22177
MSgt	2,394.30	.16627	2,555.10	.17744	2,682.30	.18627	2,873.10	.19952
TSgt	2,097.00	.14563	2,097.00	.14563	2,097.00	.14563	2,097.00	.14563
SSgt	1,779.90	.12360	1,779.90	.12360	1,779.90	.12360	1,779.90	.12360

*With more than four years of active enlisted service.

Example & Explanation

Retired Pay Formula: Points X Point Value = Monthly Pay

In the above table, a master sergeant, for example, with more than 26 years of service would use the factor .19952. Assuming someone had accrued 3,250 points during the tenure of service and had attained age 60, the monthly retired pay would be computed by multiplying 3,250 by .19952 or approximately \$648.44.

Similarly, a lieutenant colonel with more than 26 years of service would use the factor .36615. After accruing 3,000 points and attaining age 60, the monthly retired pay is computed by multiplying 3,000 by .36615 or approximately \$1,068.51.

Eligible reservists receive retired pay for life. They may share this benefit with their survivors by electing coverage under the Reserve Component Survivor Benefit Plan or the Survivor Benefit Plan.

This retirement pay formula was provided by the Retirements Branch, Air Reserve Personnel Center, 6760 E. Irvington Pl. #1900, Denver, CO 80280-1900. For the most current information, contact HQ ARPC/DPAR at toll free (800) 525-0102, Ext. 402; DSN 926-6369; or commercial (303) 676-6369.
(Current as of September 1997)

FACT SHEET



AIR RESERVE PERSONNEL CENTER

Regular, Guard and Reserve Retired Pay Formula

Anyone who first became a member of any military service prior to Sept. 8, 1980, will have their retired pay based on the pay scale in effect when they start receiving retired pay (10 U.S.C. 12731, 8911 and 8914).

Anyone who first became a member of any military service on or after Sept. 8, 1980, will have their retired pay computed using the highest grade to which they are entitled and the average of the military base pay in effect for the 36 months prior to receiving retired pay. Total the military base pay for the 36 months prior to receiving retired pay and divide by 36. This figure can then be calculated into a point value figure to be used when computing retired pay for members retiring under 10 U.S.C. 12731. Total retirement points will still be used to compute retired pay for members retiring under U.S.C. 12731.

Anyone who first became a member of any military service on or after Aug. 1, 1986, will have their retired pay reduced by one percent for each year of service short of 30 years. The one percent reduction will be removed and they will have their retired pay permanently restored at age 62. This only applies to members retiring under 10 U.S.C. 8911 and 8914.

IF YOU FIRST JOIN ANY MILITARY COMPONENT:	MONTHLY RETIRED PAY BASED ON:	ANNUALLY INCREASED BY COLA EQUAL TO:
BEFORE 8 SEPT 80 RETIRE UNDER 10 USC 12731, 8911, 8914	$\left(\begin{array}{c} \text{YEARS OF SATISFACTORY SERVICE} \end{array} \right) \times (2.5\%) \left[\begin{array}{c} \text{UP TO MAX 75\%} \end{array} \right] \times \left(\begin{array}{c} \text{BASICPAY IN EFFECT WHEN RETIRED PAY STARTS*} \end{array} \right) = \text{MONTHLY RETIRED PAY}$	ANNUAL CHNAGE IN CONSUMER PRICE INDEX (CPI)
8 SEPT 80 TO 31 JUL 86 RETIRE UNDER 10 USC 12731, 8911, 8914	$\left(\begin{array}{c} \text{YEARS OF SATISFACTORY SERVICE} \end{array} \right) \times (2.5\%) \left[\begin{array}{c} \text{UP TO MAX 75\%} \end{array} \right] \times \left(\begin{array}{c} \text{BASICPAY IN EFFECT WHEN RETIRED PAY STARTS} \end{array} \right) = \text{MONTHLY RETIRED PAY}$ <small>Guard/reserve who separate before age 60 have High 36 pegged at time of separation Guard/reserve who transfer to retired reserve until age 60 have High 36 computed at age 60</small>	ANNUAL CHNAGE IN CONSUMER PRICE INDEX (CPI)
1 AUG 86 AND AFTER RETIRE UNDER 10 USC 8911, 8914	$\left(\begin{array}{c} \text{YEARS OF SATISFACTORY SERVICE} \end{array} \right) \times (2.5\%) \left[\begin{array}{c} \text{MAX 75\% INITIALLY REDUCED 1\% PER YEAR SHORT OF 30; RESTORED PERMANENTLY AT AGE 62} \end{array} \right] \times \left(\begin{array}{c} \text{BASICPAY IN EFFECT WHEN RETIRED PAY STARTS} \end{array} \right) = \text{MONTHLY RETIRED PAY}$	ANNUAL CHANGE IN CPI LESS ONE PERCENTAGE POINT WITH ONE TIME CATCH UP ADJUSTMENT AT AGE 62
<div> <div>RETIRE UNDER 10 USC 12731</div> <div>< GUARD & RESERVE ></div> <div>RETIREMENT POINTS 360</div> <div>=</div> <div>YEARS OF SERVICE</div> </div>		

★1998 figures available on Page 16.

10 USC 12731 - GUARD AND RESERVE AGE 60 RETIREMENT ANNUITY DELAYED UNTIL AGE 60

10 USC 8911 - ACTIVE DUTY RETIREMENT (OFFICER'S - REGULAR, GUARD, RESERVE) > IMMEDIATE ANNUITY

10 USC 8914 - ACTIVE DUTY RETIREMENT (ENLISTED - REGULAR, GUARD, RESERVE)

This retirement pay formula was provided by the Retirements Branch, Air Reserve Personnel Center, 6760 E. Irvington Pl. #1900, Denver, CO 80280-1900. For the most current information, contact HQ ARPC/DPAR at toll free (800) 525-0102, Ext. 402; DSN 926-6369; or commercial (303) 676-6369. (Current as of September 1997)



FACT SHEET

AIR RESERVE PERSONNEL CENTER

Age 60 Retirement Benefits

There are additional benefits awaiting members who are eligible for retired pay at age 60. (See "Eligibility" on the Retired Reserve fact sheet, page 23.)

Probably the most important benefit for a retired reservist is retired pay. Monthly checks are dated the first day of the month following the month earned.

Direct Deposit is the method used by the Air Force to distribute pay to retired military members. Therefore it is important that you return the Standard Form 1199A "Direct Deposit Sign-up Form," with your pay forms.

Your DD Form 2 (retired/blue) identification card can be obtained on or after your 60th birthday, from the military installation nearest your home. If you are married or have dependent children, they are then eligible to be issued a DD Form 1173, "Uniformed Services Identification and Privilege Card."

With your blue identification card, many benefits await you:

☐ **Commissary** - You can realize substantial savings on your grocery bill with unlimited visits

☐ **Base Exchange** - You can find many items at lower prices, including the cost of gas and items at the base gas station

☐ **Medical and Dental** - You are eligible to receive medical and dental care for life in a military hospital on a space available basis. At the present time there is no charge for outpatient care or for medical prescriptions in military hospitals. Prescriptions written by private physicians can, in many cases, be filled at military hospitals free of charge. Should you need to be hospitalized, there is a small per-day fee for officers and dependents. There is no charge for enlisted members

CHAMPUS

The Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) program allows you and your dependents to seek medical care from your private participating physician. Once you draw retired pay, you pay 25 percent of the CHAMPUS bill for outpatient care. The yearly deductible is \$150 per person or \$300 per family for outpatient care.

After the deductible is met, you pay only 25 percent of the charges for every office visit.

Eligibility for inpatient care under the CHAMPUS program is determined by the distance from your home

(ZIP code) to the nearest military hospital and the non-availability of the needed care in the military hospital. The amount you pay for inpatient care increases from \$25 (or small daily fee) to 25 percent of the total allowable charges. You may continue to use CHAMPUS until you and your spouse each reach age 65, at which time you lose your eligibility for CHAMPUS. Then you may use Social Security Medicare (Part A), unless you do not qualify for Medicare. You should contact the health benefits advisor at the closest military installation before you use CHAMPUS.

TRICARE

Over the next several years, the DoD's new regional managed health care program for service families will be in operation throughout the U.S., with a uniform benefit and cost structure. Persons who are eligible for CHAMPUS/TRICARE benefits will find three options from which to choose: TRICARE Prime, TRICARE Extra and TRICARE Standard (the same as standard CHAMPUS). (See more details about CHAMPUS and TRICARE on Pages 28 and 29.)

Other Retirement Benefits

☐ **Legal assistance** - Should you ever need legal advice or assistance on personal civil matters, you can get help on a space available basis.

☐ **Package liquor store** - Many bases offer a package liquor store where many brand-name beverages are stocked. Your blue ID card entitles you to make purchases.

☐ **Services** - There are many activities offered in the Services program (formerly MWR) such as arts and crafts, bowling, golf and other outdoor recreation on a space available basis.

☐ **Theater** - If you enjoy first-run movies, why not frequent the base theater? The ticket price is about half of what it would cost at an off-base theater.

☐ **Space-available travel** - Have you ever desired to travel to places you want to go -- not where you were told to go? Well, grab your suitcase and travel to almost any place in the world, space available of course. As long as your dependents have an ID card (DD Form 1173), they can travel overseas with you.

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AIR RESERVE PERSONNEL CENTER

Space-A Travel

Space-available travel is authorized for members of the Air National Guard, Air Force Reserve, retirees and dependents. Members may travel within the continental United States (CONUS) and between the CONUS and Alaska, Hawaii, Puerto Rico, U.S. Virgin Islands, Guam and American Samoa. Active status members must present their DD Form 2AF (red) identification card along with a completed DD Form 1853, "Authentication of Reserve Status for Travel Eligibility."

Those members who have received official notification of eligibility for retired pay at age 60 must present their DD Form 2AF (red) ID card and their notification letter. Active ANG/Reserve members on a two or three-day pass and on active duty in an overseas area for any length of time can use space-available travel. The documents required are a DD Form 2AF (red) ID card and active duty orders authorizing the member to be in the assigned overseas area. Dependent travel is not authorized until the retired military sponsor reaches age 60.

When a member reaches age 60 and has obtained a DD Form 2 (retired/blue) ID card, dependents are then eligible to accompany the member only on overseas flights. Dependents must possess a DD 1173, "Uniformed Services Identification and Privilege Card."

Space-available travelers no longer have to revalidate at passenger service counters at two-week intervals. You may now sign up for the full 45 days. This also applies to the traveler trying to come home from abroad. It is important to sign up as soon as you land overseas.

Passengers are processed in priority order by their sign-in time (Julian date). There is a charge for each person, which does not include a meal. It is important to list all possible destinations or you could be charged additionally for changing your mind enroute. If you are booked on a contracted commercial carrier, there may be additional charges, so be prepared with cash or check.

Names are removed from the space-available register if selecting, manifesting or boarding is denied for miscellaneous reasons (excess baggage, improper at-

tire and so forth). As a Space-A traveler, you are processed on a first-in, first-out basis within your category of travel and you must be aware of the following facts:

☐ Official duty passengers have priority over Space-A passengers.

☐ Reservations cannot be made for any portion of the trip.

☐ ANG/Reserve members and retirees are in category IV.

☐ Long, uncomfortable and frequently costly waiting periods may be encountered at military and commercial aerial ports.

☐ The U.S. Government is not obligated to provide transportation for Space-A passengers to or from desired destinations.

☐ Summer months are peak travel times because most active duty and family members are traveling to new assignments.

Retired members and their dependents must present valid passports/visas, ID cards and immunization records as required. Normal baggage allowance is 66 pounds.

If you are traveling and an emergency at home arises, you may be upgraded to Category I by the installation commander or his representative. You should have the emergency verified by the Red Cross before attempting an upgrade.

Air Force members traveling aboard Air Force and commercial contract (chartered) aircraft, regardless of duty status or destination, have the option to wear civilian clothing. Those choosing to wear civilian clothing will ensure it is neat, clean, warm enough for in-flight operations, and appropriate for the mode of travel and destination. Passenger service specialists can answer questions regarding foreign destinations' attire requirements.

For further information on space available travel, contact the passenger terminal or aerial port at the nearest Air Force installation. Also base retiree activities offices maintain an aerial port information file.

Space-A Terminals

Charleston IAP, S.C.*
Dover AFB, Del.
Lambert IAP, St. Louis, Mo.*
McChord AFB, Wash.
McGuire AFB, N.J.
Norfolk NAS, Va.
Patrick AFB, Fla.
Philadelphia IAP, Pa.*
Scott AFB, Ill.
Travis AFB, Calif.
Los Angeles IAP, LA Calif.*

Commercial Number

(803) 566-5794
(302) 677-4088/2854
(314) 263-6269
(206) 984-2657/8
(609) 724-3078
(804) 445-3947
(407) 494-5631
(215) 897-5630
(618) 256-2014
(800) 787-2534
(310) 363-0714

DSN Number

673-5794
445-4088
693-6269
984-2657/8
440-3078
564-3947
854-5631
443-5630
576-2014
837-1854
N/A

Fax Number

(803) 566-3845
(302) 677-2953
(314) 263-6269
(206) 984-5659
(609) 724-5026
(804) 445-7501
(407) 494-7991
(215) 897-5627
(618) 256-1946
(707) 424-2048

*Civilian airport, a \$10 fee is charged.



FACT SHEET

AIR RESERVE PERSONNEL CENTER

Reserve Transition Assistance Program (RTAP)

General Period of eligibility: Oct. 1, 1991 through Sept. 30, 1999.

General Eligibility: Members of the Selected Reserve (individual reservists, unit reservists and Guardsmen) who lose their positions due to unit deactivations, relocations and/or programs designed to balance and shape the future force (Tenure Programs). Individuals who become ineligible for further Selected Reserve service due to statutory prohibitions, such as age or years of commissioned service, are not eligible for RTAP benefits. In addition, separating prior to the member's high year tenure date is considered voluntary, making the member ineligible for RTAP benefits.

Priority for affiliation with the Selected Reserve

From Oct. 1, 1991 through Sept. 30, 1999, members of the Selected Reserve whose units or billets are deactivated will be given priority for affiliation in other Selected Reserve units or billets.

Montgomery GI Bill

A member of the Selected Reserve who was previously qualified for Montgomery GI Bill benefits and who was, or will be, involuntarily separated from the Selected Reserve between Oct. 1, 1991 and Sept. 30, 1999, will remain eligible for educational assistance for a 10-year period. This period begins on the date of initial eligibility.

Commissary and Exchange Privileges

From Oct. 1, 1991 through Sept. 30, 1999, a member of the Selected Reserve who is involuntarily discharged or transferred from the Selected Reserve will be authorized continued use of the commissary and exchange stores. Use of the commissary and exchange stores is for a period of two years from the date of their involuntary separation.

Special separation pay -- 20 years of service

From March 11, 1993 through Sept. 30, 1999,

an enlisted member of the Selected Reserve who has qualified for retirement upon reaching age 60, but who is not yet 60 and is involuntarily separated, due to downsizing or tenure programs, will qualify for Special Separation Pay upon transfer to the Retired Reserve. The fiscal year 1995 National Defense Authorization Act allows the Secretary of the Air Force to limit the number of years payments are made. The minimum is one and the maximum is five payments. Beginning July 16, 1995, enlisted reserve members who are separated due to High Year of Tenure (HYT) will be authorized only one Reserve Special Separation Pay (RSSP) payment. Enlisted members separated involuntarily other than for HYT will continue to receive five payments. The Air National Guard has determined, beginning July 16, 1995, both officers and enlisted members will be eligible for RSSP, but both will only receive one payment.

Early Qualification for retired pay at age 60

From March 11, 1993 through Sept. 30, 1999, (enlisted) and June 2, 1994 through Sept. 30, 1999 (officers) of the Selected Reserve, who have completed at least 15 and less than 20 qualifying years of service and are involuntarily separated, will be eligible for retired pay at age 60. The fiscal year 1995 National Defense Authorization Act opened this option to medically disqualified members. Beginning Oct. 5, 1994, members who are no longer considered fit for duty, that is not service connected or the result of intentional misconduct or willful neglect, may be eligible for RTAP. Members must have at least 15 years and less than 20 years of satisfactory service, with the last six years of qualifying service in a Reserve Component.

Separation pay -- at least six but less than 15 years

From Oct. 23, 1992 through Sept. 30, 1999, a member (officer and enlisted) of the Selected Reserve who is involuntarily discharged or transferred from the Selected Reserve and who has at least six but less than 15 years of service will be eligible for separation pay.

This information was prepared by the Retirements Branch, Air Reserve Personnel Center, 6760 E. Irvington Pl. #1900 Denver, CO 80280-1900. For the most current information, contact HQ ARPC/DPAR at toll free (800) 525-0102, Ext. 402; DSN 926-6369; or commercial, (303) 676-6369.
(Current as of September 1997)

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AIR RESERVE PERSONNEL CENTER

VSI and SSB

Due to the downsizing of the active duty forces, Congress authorized two voluntary separation incentive programs, the Special Separation Benefit (SSB) and the Voluntary Separation Incentive (VSI).

Special Separation Benefit

If you elected SSB, you received a single, lump-sum payment upon your separation from active duty. As a condition of receiving the payment, you signed a written agreement that you would serve in the Ready Reserve for not less than three years following your date of separation from active duty or three years beyond any existing statutory service obligation, whichever is later.

Voluntary Separation Incentive

If you elected VSI, you are receiving an annual VSI payment on each anniversary of your separation date from active duty. The payment, equal to the VSI payment you received on your separation date, will continue until the total amount of your VSI entitlement is paid. The amount of your annual VSI payment will not change (no cost of living adjustments), except the last payment may be less due to a partial year calculation.

The number of your VSI payments equals twice the number of years of your active duty service. As a condition of receiving your annual VSI payment, you signed a written agreement that you would serve in the Ready Reserve for the duration of your VSI payment period.

Your annual VSI payments will be stopped if you are separated from the Ready Reserve unless one of the following conditions applies:

☐ If you become ineligible to continue to serve in the Ready Reserve due to medical reasons, age, failure to be selected for promotion, or other reasons determined beyond your control, you will be transferred to the Standby Reserve unless you are qualified and request a transfer to the Retired Reserve.

☐ If you die, your remaining VSI annual payments will continue to your designated beneficiary.

Reserve Participation Requirement

When you leave active duty you will serve in the nonparticipating (no inactive duty training or annual tour), Individual Ready Reserve unless you elected to serve in an active reserve or National

Guard status. You will serve in the IRR for a minimum of three years following your date of separation from active duty or three years beyond any existing statutory service obligation, whichever is later, unless you request and are approved for a participating assignment. While you are assigned to the nonparticipating IRR, you may be ordered to one day muster duty or two to three days active duty training each fiscal year for annual screening requirements, and if eligible, you will meet a Reserve promotion board.

If you do not change to a participating status while you are assigned to the nonparticipating IRR, you will be transferred to the Standby Reserve after three years unless you are qualified and request a transfer to the Retired Reserve.

Please note: You are subject to recall to active duty in time of war or a national emergency.

You may change to a participating status program and perform inactive duty training and an annual tour by being assigned to an Air National Guard (ANG) unit, a Reserve unit, or an Individual Mobilization Augmentee (IMA) position if there is a vacancy. Also, there are some points only (no pay) participating status programs to help you continue your military career in the Reserve while you look for a paid ANG or Reserve position. If you are interested in changing to a participating status, you should contact your nearest ANG or Air Force Reserve recruiter.

Reserve Retired Pay Offset

If you continue your military career in the Air National Guard and/or the Reserve and later qualify for Reserve retired pay, federal law requires the recoupment of your SSB or VSI payments. The recoupment will be limited to the gross amount of the SSB or VSI payments you were paid and will be deducted from your Reserve retired pay when you start collecting it at or after age 60.

The amount deducted from your monthly Reserve retired pay will be equal to the fraction determined by dividing the total days of service used to calculate your SSB or VSI payments by the total days of service used to determine your Reserve retired pay.

Note: Use the formula 360 days equals one year to calculate the number of days. For example, a member entitled to Reserve retired pay of \$800 per month who completed 3,600 days (10 years) of service before separation from active duty and retired based on 7,200 days (20 years) of service would



FACT SHEET

AIR RESERVE PERSONNEL CENTER

VSI and SSB (cont.)

have an offset of 1/2 of his/her monthly Reserve retired pay. In this case, the member's Reserve retired pay would be \$400 before the federal and state income taxes are withheld.

Disability Compensation Offset

If you received an SSB payment and later qualify for disability compensation under laws administered by the Department of Veterans Affairs, your SSB payment will be deducted from your disability compensation. No deduction may be made from an SSB payment you received for an earlier separation if the disability compensation is for a disability incurred or aggravated for a later period of active duty.

If you are receiving VSI payments and later qualify for disability compensation under laws administered by the Department of Veterans Affairs, the amount of your disability compensation will be deducted from your VSI payments. No deductions may be made from your VSI payments for any disability compensation received because of an earlier period

of active duty if the VSI is being paid based on a later period of active duty.

Benefits information

You and your dependents are entitled to an ID card which allows you unlimited BX/commissary/theater access for a two-year period from the date you applied for your ID card. Use of other Services facilities is at the discretion of the installation commander.

If you elect to live in a foreign country, you may lose your BX/commissary privileges due to treaty, Status of Forces Agreement (SOFA) or military bases agreement between the United States and the host country.

After the above two-year period, you will only be allowed BX access and use of Services facilities at the discretion of the installation commander, if you are a nonparticipating reservist.

If you are a participating reservist, you are entitled to all Reserve benefits.

KEY TELEPHONE LISTING

HQ ARPC Toll Free (800) 525-0102, Ext. XXX,
DSN 926-XXXX or Commercial (303) 676-XXXX

Subject	Office Symbol	Toll Free Ext.	DSN/Comm Ext.	E-mail Address
SSB/VSI Programs	DPAR	402	6369	dpar@arpcmail.den.disa.mil
Reserve Assignments	DAA	292	6429	daa@arpcmail.den.disa.mil
Reserve Benefits	DRSE	228	6576	drse@arpcmail.den.disa.mil
Reserve Retirement	DPAR	402	6369	daa@arpcmail.den.disa.mil
Verification of Reserve				
Affiliation for VSI Payments	DRSA	388	6528	drsa@arpcmail.den.disa.mil

Retired Pay or Disability Compensation Offset: DFAS-Cleveland VSI/SSB Customer Service Branch, Toll Free (800) 472-7098, DSN 580-6398, or Comm (216) 522-6398



Veterans Benefits - Reserve and Guard

There are certain U.S. Department of Veterans Affairs benefits that you and/or your dependents are eligible for, should you become disabled or die from service-connected causes while a member of the Ready Reserve.

Eligibility is determined by being on active duty (AD), annual training (AT), active duty support (ADS), military personnel appropriation funded AD tour (MPA mandays), active duty for training (ADT) including travel to and from, or inactive duty training (IDT). For some benefits, travel to and from IDT qualifies.

There are several general rules that always apply for your dependents to be eligible for benefits:

☐ If married, your marriage must have lasted for at least one year, or for any period of time if a child was born of the marriage or was born to you before the marriage

☐ Your spouse must live with you continuously from the time of your marriage

☐ Your children must be unmarried and under age 18. Certain physically challenged children and those between 18 and 23 attending a VA-approved school qualify

VA benefits are not automatic -- they must be applied for. There are many agencies that can help you file claims if there is not a VA office near you. The personal affairs office, Red Cross, Disabled American Veterans and Veterans of Foreign Wars may assist you. You should have available, if applicable, original documents with raised seal of marriage and birth certificates, divorce decree, guardianship papers, adoption papers and DD Form 214, "*Certificate of Release or Discharge from Active Duty*." The VA will no longer accept certified or notarized copies of documents.

Disability Compensation

If you are disabled by an injury or disease incurred or aggravated on AD, ADS, AT, ADT, or MPA mandays -- or an injury incurred or aggravated on IDT -- and your injury or disease is determined to be in the line of duty, you should apply to the VA for compensation. If you are found eligible for disability compensation by the VA, you could receive monthly payments ranging from \$91 for 10 percent disability to \$1,870 for 100 percent disability. If you are rated at 30 percent or more, you would be entitled to additional allowances for dependents including parents dependent upon

you for support.

Vocational Rehabilitation

You are eligible for vocational rehabilitation if you meet all three of the following conditions:

☐ You suffered a service-connected disability while on AD, ADS, ADT, AT, IDT or MPA mandays, which entitles you to compensation

☐ You were discharged or released from the Reserve under other than dishonorable conditions

☐ The VA determines that you need vocational rehabilitation to overcome an impairment to employment ability caused by service-connected disabilities

Veterans Group Life Insurance

VGLI is issued in amounts from \$10,000 to \$200,000 in multiples of \$10,000. However, you cannot exceed the maximum amount of SGLI coverage you had in force while in the Reserve.

If you feel that you qualify for coverage because of an injury or disability and desire to convert your SGLI to VGLI, contact the Office of Servicemembers' Group Life Insurance, 213 Washington Street, Newark, NJ 07102. They will provide necessary information on how to obtain VGLI. (*See more details about VGLI on Page 27.*)

Service Disabled Veterans Insurance

If you incur a service-connected disability of 10 percent or more, as determined by the VA, from performing AD, ADS, ADT, AT, IDT or MPA mandays, you may be eligible for SDVI. The insurance is issued in amounts from \$1,000 to \$10,000, in multiples of \$500. Application for SDVI must be made within one year of VA notifying you of your eligibility. You may have both VGLI and SDVI.

Dependency and Indemnity Compensation

This is a VA monthly benefit payable to your surviving spouse, children and, in some cases, parents, if you die in the line of duty from disease or injury incurred on AD, AT, ADS, ADT, MPA mandays or IDT (injury only), including travel to and from duty. The VA makes the determination if DIC is payable.

Continued next page



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AIR RESERVE PERSONNEL CENTER

Veterans Benefits (cont.)

DIC is payable to a surviving spouse regardless of any other income. DIC monthly payments will be paid at a flat rate of \$810 per month plus an additional \$200 for each child under the spouse's care regardless of the deceased members' grade. If there is no surviving spouse, eligible children would receive \$319 for one child. Eligible children living with an ex-spouse may receive a portion of the DIC.

Monthly payments to parents depend upon their income, not dependency upon the member. Payment to parents does not decrease payment to an eligible spouse or children.

Survivors and Dependents Education

A monthly allowance for as many as 45 months of full-time training or schooling can be paid by the VA to the children (ages 18-26) and spouses of reservists with permanent and total service-connected disabilities, or unmarried spouses of those who die of service-connected causes.

The following is an exception to the rules on eligibility pertaining to children. Handicapped children could receive benefits as early as age 14. A child's marriage is no barrier to education benefits. Generally, the period of eligibility for a spouse or survivor is 10 years from the date VA determines that disability is total and permanent, or from the date of death. Payment is presently \$404 per month.

Home Loan

The unmarried surviving spouse of a reservist who died on AD, ADT, ADS, IDT or MPA mandays, or after release, as a result of service-connected causes may be eligible for the Government-Insured (GI) home loan benefits. Members who have completed six years in the Selected Re-

serve are eligible for a home loan, if they are not otherwise eligible for home loan benefits. This program terminates in 1999.

Civilian Health and Medical Program of the VA

This is a medical program through which the VA helps pay for medical services and supplies obtained from civilian sources. The following persons are eligible for CHAMPVA, provided they are not eligible for CHAMPUS or Medicare:

- ☐ The spouse or children of a reservist who has total permanent disability resulting from a service-connected disability
- ☐ The surviving spouse or children of a reservist who dies as a result of service-connected disability

Burial Flags

Burial flags are available when deceased members were receiving retired pay or would have been entitled to retired pay at age 60.

Burial in National Cemetery

Members of the Reserve who die while performing, or as a result of performing AD, ADT, ADS, AT, IDT or MPA mandays may be eligible for burial in a national cemetery. Reservists who would have been eligible for retired pay at age 60 are eligible. Burial is also available to an eligible spouse and children.

Casualty Assistance

If a reservist dies as the result of an injury or disease incurred while performing AD, ADS, ADT, IDT or MPA mandays, a casualty assistance representative from the nearest Air Force base will be assigned to assist your dependents in applying for benefits. This includes those from Air Force, VA, Social Security and other agencies.

This and the following fact sheets on Pages 25-37 were prepared by the Entitlements Branch, Air Reserve Personnel Center, 6760 E. Irvington Pl. #3800, Denver, CO 80280-3800. This information is not meant as a guarantee of entitlement to the listed benefits, as they can change periodically. For the most current information on veteran's benefits, contact the closest VA office or any veterans' organization such as American Legion, Veterans of Foreign Wars, Red Cross or Disabled American Veterans, or contact HQ ARPC/DRSE at toll free (800) 525-0102, Ext. 228; DSN 926-6576; or commercial (303) 676-6576. (Current as of September 1997)



Reserve Component Survivor Benefit Plan

This is the only Air Force program which lets you leave a percentage of your future retired pay as a monthly annuity to your beneficiaries. Why select this plan upon retirement? Because when the retiree dies, retired pay stops. SBP provides a surviving spouse a guaranteed lifetime income just as the retiree is guaranteed retired pay during his or her lifetime unless the retiring member elects not to participate.

The maximum annuity is 55 percent of your retired pay. An established annuity increases automatically at the same rate as retired pay based on Consumer Price Index increases. *Note: You pay nothing until you begin drawing retired pay at age 60.*

Eligibility

Once you are notified that you qualify for retired pay at age 60, you are eligible for the RCSBP. You may choose this coverage during the 90-day period beginning the day you receive your packet for "Participation in the Reserve Component Survivor Benefit Plan" regardless of your military status, age or health. Complete information on the RCSBP is included in the packet. *Note: If you die after becoming eligible for retired pay at age 60 (but before being notified of your eligibility by HQ ARPC), or if you die after receiving your RCSBP packet (but before making a choice within the 90-day period), your spouse/children would receive an immediate annuity.*

The chance to choose SBP as an option could very well be a one-time opportunity. Unfortunately, many retirees think that they can become SBP participants any time during their retirement years. Not true.

Although retirees have twice been afforded the opportunity to enroll since SBP became law in 1972, it should be considered as a "now and now only" decision. There were two "Open Seasons" legislated in 1981 and 1992 by Congress because significant changes and improvements had been made to the plan. However, with Open Seasons came a cost penalty of up to 11 percent and a survival clause, meaning that the retired member had to live two years after submitting an election before SBP coverage became effective. When enrolling at retirement, the cost is a maximum of 6.5 percent of the covered amount and there is no survival clause.

Since no major changes are on the horizon, there is no reason for a retiring member to believe that an

Open Season will come along in 10-15 years or, for that matter, ever.

Options

A Wait to choose (or not choose) RCSBP until you reach age 60. You will remain eligible to receive Survivor Benefit Plan (SBP) coverage at age 60. No RCSBP will be payable to your beneficiaries if you die before age 60.

B Choose coverage for an annuity to begin on the 60th anniversary of your birth if you die before age 60, or to begin immediately if you die after age 60.

C Choose coverage for an annuity to begin immediately, whether you die before or after age 60.

Designating Your Beneficiary

You may choose one of the following designations:

☐ **Spouse Only** - To be eligible for an annuity, your spouse must be married to you on the date your RCSBP election is made and married to you on the date of your death. If you remarry, your spouse must be married to you for one year or be the parent of a child by that marriage.

☐ **Children Only** - Child coverage is limited to unmarried children under age 18, or under age 22 if in school, or any age if disabled and incapable of self support (if disability existed before age 18 or occurred between 18 and 22 while in school).

☐ **Spouse and Children** - Same limitations as above.

☐ **Former Spouse and Dependent Child** - Covered child must have resulted from your marriage to the former spouse. This choice prevents payment of an annuity to your current spouse or children from marriages other than to the former spouse designated as a beneficiary.

☐ **Other Persons with an Insurable Interest in You** - You may choose this coverage only if you are unmarried and do not have a dependent child when you become eligible to participate in the plan. Any person more nearly related to you than a cousin qualifies as a beneficiary with an insurable interest in you. A more distantly related person may qualify if you provide proof that person benefits in some manner from your continued life (a business partner, for example).



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AIR RESERVE PERSONNEL CENTER

Survivor Benefit Plan (cont.)

Annuities

Base Amount for computing the Annuity - The amount of the annuity is 55 percent of the base amount selected by you. The base amount can be full retired pay or a reduced amount. The least amount the member may elect is \$300. For a member electing Option B or C, the annuity is reduced by the amount of the cost of the RCSBP program, based on the member's age and the age of the beneficiaries at the time the member makes the RCSBP election. The annuity amount is also affected by provisions in the law on the date the member became eligible for the RCSBP.

☆ **Amount Received by the Survivor of a Member Completing 20 Years of Qualifying Service on or after Oct. 2, 1985** - Under Public Law 95-397, beneficiaries' annuities are computed on a two-tier system. Before age 62, the spouse receives 55 percent of the base amount of retired pay designated. After age 62, the spouse receives 35 percent.

☆ **Amount Received by the Survivor of a Member Completing 20 Years of Qualifying Service before 2 Oct 85** - Before age 62, the spouse receives 55 percent of the base amount of retired pay designated. After age 62, the spouse receives either 35 percent of the base amount computed under the two-tier system, or the amount calculated using the Social Security offset method, whichever is greater.

☆ **Supplemental Survivor Benefit Plan (SSBP)** - Beginning April 1, 1992, members electing full coverage may, for an additional premium, increase their beneficiaries' annuity after age 62 from 35 percent to 40, 45, 50, or 55 percent of the base amount. This must be selected at the time of your original election of RCSBP coverage.

☆ **Dependency and Indemnity Compensation (DIC) Reduction** - The spouse/former spouse of a member who dies of a service-connected cause as a result of serving on active duty, active duty for training, or inactive duty training will have the annuity reduced by an amount equal to the DIC being paid. If the member is over age 60 at the time of death and DIC is greater than the RCSBP annuity, RCSBP will not be paid and the spouse will receive a refund of all money paid into RCSBP. If your RCSBP beneficiary is not a spouse/former spouse, no RCSBP annuity reduction is made, even if the beneficiary is a dependent receiving DIC.

Other RCSBP Provisions

❖ **Spouse's Remarriage** - The RCSBP annuity stops if a spouse/former spouse remarries before age 55. The annuity can be reinstated if the remarriage ends, either through death or divorce. If the spouse/former spouse remarries after age 55, the RCSBP annuity continues.

❖ **Cost of RCSBP to Member** - There is no cost for RCSBP coverage until you begin collecting retired pay at age 60. The cost is a percentage of the base amount you designated, based on your age and the age of beneficiaries at the time you elected RCSBP coverage, and the option you chose. RCSBP cost will increase by the same percentage as increases in retired pay. The reduction in your retired pay will stop when you no longer have eligible beneficiaries with two exceptions: if you elected child-only coverage, or if you elect insurable interest coverage and later cancel the coverage, your monthly deduction will continue for life.

❖ **Medical and Other Benefits for Beneficiaries** - If you die before reaching age 60, your eligible spouse and children will be entitled to medical care to begin on your 60th birth date. Before you would have turned age 60, your spouse and children will be entitled to commissary privileges (12 visits per year) and unlimited BX privileges. After you would have turned age 60, your spouse and children will be entitled to unlimited commissary and BX privileges, in addition to medical care, effective on your 60th birthday.

❖ **Revocation** - Your RCSBP election is irrevocable after the initial eligibility period. Certain exceptions are made for changes in your marital and/or dependency status, or if your election was for a person with insurable interest.

❖ **Civil Service Employees** - Civil Service employees may elect RCSBP coverage under both the Air Force RCSBP program and the Civil Service SBP program.

❖ **Retirement and Estate Planning** - The cost of RCSBP is withheld from your gross retired pay and is not subject to federal income tax, but annuity payments are fully taxable for federal income tax purposes. You should check state inheritance and estate tax laws to determine if your state is one of the few that tax RCSBP annuities or immediately tax your beneficiary's expected lifetime annuity amount as a part of the total estate value. RCSBP annuities are not subject to federal estate tax.



Servicemembers' Group Life Insurance

This is a U.S. Department of Veterans Affairs (VA) program which provides up to \$200,000 to beneficiaries payable upon death in a lump sum, or in 36 equal monthly installments if you or the beneficiary so choose.

Full-time coverage. Unless you decline the coverage, you are automatically enrolled in full-time Servicemembers' Group Life Insurance (SGLI) for \$200,000 if you are assigned to the Air Force Reserve or Air National Guard in training Category A, B, or E. Full-time coverage is in effect 365 days a year, regardless of your duty status, and continues for 120 days after you are reassigned from the qualifying position. For totally disabled members, full time coverage is extended for as long as the total disability continues up to one year.

Options. By law, you are covered for \$200,000 unless you elect reduced coverage or decline coverage in writing. You may elect SGLI coverage in increments of \$10,000 up to a maximum of \$200,000. An increase, reduction, or refusal of automatic coverage

may be done only by submitting a SGLV Form 8286 and if applicable, a SGLV Form 8285.

Beneficiaries. Unless you specifically designate otherwise, beneficiaries of SGLI payments are established by law. The entire payment is made to your spouse, or if there is no spouse, to the children in equal shares or, if none, to your parents in equal shares or, if none, to the executor of your estate or, if none, to other next of kin. If you do not want the benefit paid in this manner, you may designate any beneficiaries you wish for whatever fraction of the total benefit without restrictions. You may also designate secondary beneficiaries and may change beneficiaries at any time.

Cost. Full-time \$200,000 coverage premium is \$17 per month (effective July 1, 1997). If you are in a paid assignment, the cost is automatically withheld from your pay check or annual tour pay check. If you're in a non-paid assignment (training category E or J), you must mail the premium payment(s) to DFAS-DE/WFC, 6760 E. Irvington Pl, Denver, CO 80279-5000.

Veterans' Group Life Insurance (VGLI)

This program provides five-year renewable term life insurance if you meet one of the following conditions.

You may convert your SGLI coverage into VGLI if:

- ☐ You are released from active duty (AD) or active duty for training (ADT) under an order to duty that specifies a period of 31 days or more, or
- ☐ You separate from the Reserve.

- ☐ You are assigned to the Retired Reserve.

You may apply for VGLI if:

- ☐ You suffer an injury or disability and are rendered uninsurable at standard premium rates while performing AD or ADT under an order specifying a period of less than 31 days, or

- ☐ You are assigned to the Individual Ready Reserve.

The amount of insurance and beneficiary designations are the same as SGLI. The cost is based on your age at the time of election. You can apply for

VGLI within 120 days after separation, assignment to the IRR or a transfer to the retired reserve.

To obtain VGLI coverage, an eligible individual must:

- ☐ Obtain a VGLI application from any Veterans' Affairs Regional Office, or call the Office of Servicemembers' Group Life Insurance (OSGLI) at (800) 419-1473 or the HQ ARPC Entitlements Branch (DRSE) at (800) 525-0102, Ext. 227.

- ☐ Submit a completed application (SGLV Form 8714), the first month's premium and the following to the OSGLI, 213 Washington St., Newark, N.J. 07102-2999:

- ❖ If you separated from the Reserve, a copy of your separation order and proof of SGLI coverage.

- ❖ If you are reassigned to the Retired Reserve, a copy of your assignment order and proof of SGLI coverage.

- ❖ If you are assigned to the IRR, a copy of your unit assignment order.



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AIR RESERVE PERSONNEL CENTER

CHAMPUS

The Civilian Health and Medical Program of the Uniformed Services is a program under which the government shares the cost of authorized health care that is medically necessary and received from civilian sources by your eligible dependents (dependent parents and parents-in-law are not eligible). Your dependents (spouse and children) are only covered while you are on active duty in excess of 30 days. You, as a reservist, are not eligible for CHAMPUS until you are age 60 and start drawing retired pay.

There are two basic parts to the program--inpatient care and outpatient care. Here are brief descriptions of both types of benefits.

❑ **Inpatient care** occurs when your dependent is admitted to a hospital or other health care facility and stays at least 24 hours. You pay at least \$25, or a small fee for each day in the civilian hospital--whichever is greater. CHAMPUS pays the rest of their covered hospital and doctor bills. However, you must pay in full for any care that is not covered by CHAMPUS, such as telephone, television, and possibly other items or services.

If you live in certain zip code areas around a military hospital, your dependents must try to get inpatient care from that hospital first, except in a true medical emergency. If the military hospital cannot provide the inpatient care needed, ask for a non-availability statement. If this statement is not obtained before using inpatient care at a civilian hospital, CHAMPUS may not share your costs.

However, there is an exception to the non-availability rule. CHAMPUS will help pay for non-emergency inpatient care from civilian doctors or hospitals without a non-availability statement, if you have a non-CHAMPUS health insurance policy that pays first for the cost of the medical services.

How are CHAMPUS payments affected by other health coverages? CHAMPUS pays after all other health plans you may have, except for Medicaid and insurance policies that are specifically designated as CHAMPUS supplements. Congress passed a law specifically requiring this.

This means that if you have another health plan in addition to CHAMPUS, the other plan must pay whatever it covers before CHAMPUS will make any type of payment. You may have coverage for your self and your family through

an employer, an association or a private insurer. This also includes any coverage that students in the family may obtain through their schools.

❑ **Outpatient care** occurs when your dependent visits the doctor's office, is treated and returns home. For outpatient care, there is a fiscal year (Oct. 1 - Sept. 30) deductible fee of \$150 for one person, or \$300 for a whole family. That is, you pay the care provider the first \$150 (or \$300 for a family) toward your medical bills during a fiscal year. After this deductible fee is met, you pay 20 percent of the CHAMPUS allowable charges on subsequent medical bills.

CHAMPUS does not cover all health areas, such as dental care, eyeglasses and contact lenses, chiropractors and electrolysis to name a few. Also, there are special rules or limits on certain care.

If you're scheduled for a tour of more than 30 days, or are close to receiving retired pay, you should contact the health benefits advisor in the hospital or clinic at the closest military base to obtain a copy of the CHAMPUS Handbook (CHAMPUS 6010.46H). It should answer most of your remaining questions. You should also contact a civilian doctor or hospital near your residence to see if they will accept CHAMPUS assignment. Providers who accept CHAMPUS assignment agree to accept the CHAMPUS allowable charge as the full fee for your dependents care. If they do not, you should try other doctors or hospitals. If you use providers who will not accept CHAMPUS assignment, your cost could be higher.

Once you begin drawing retired pay, you and your family are covered under CHAMPUS. For outpatient care after the deductible is paid, you pay 25 percent of allowable charges instead of 20 percent. For inpatient care you pay 25 percent of all allowable charges, instead of \$25, or a small fee for each day of hospitalization. When you and your spouse each reach age 65, you lose your eligibility for CHAMPUS and go under Social Security Medicare (Part A), unless you are not eligible for Medicare.

If you or your dependents, prior to age 60, are fully disabled for two years under Social Security standards, you automatically become eligible for Medicare and ineligible for CHAMPUS when you reach age 60.



Defense Enrollment Eligibility Reporting System

The Defense Enrollment Eligibility Reporting System (DEERS) is a computer-based eligibility data system for personnel entitled to medical care benefits. It is also designed to eliminate fraud, waste and abuse in the use of health benefits and privileges.

Reservists on tours of active duty for more than 30 days must go to the customer service section of the Military Personnel Flight (MPF) to register themselves and eligible family members in DEERS. MPF personnel will verify eligibility for DEERS benefits when you apply for your DD Form 1172, "Application for Uniformed Services Identification Card." You must present marriage and birth certificates for all children ages 21 and under (ages 21-22 if handicapped or in college). Also present a copy of your tour orders for identification purposes.

Children who are full-time college students ages 21 and 22 are authorized an active-duty dependent ID card for the length of the tour with the following documentation:

- ☐ A letter from the university's registrar office with the number of credits the student is taking;
- ☐ The degree they are pursuing, and;
- ☐ An estimated graduation date

To obtain a Reserve dependent ID card for full-time college students, take the above documentation to the nearest MPF. Recent changes in issuance procedures authorize base MPF chiefs and security police command-

ers to lower grade requirements for verifying, authenticating and issuing ID cards if mission needs require it.

Obtain a copy of the completed DD Form 1172 from the MPF. IMAs should mail the yellow completed copy to HQ ARPC/DRSA/B, 6760 E. Irvington Pl. #3800, Denver, CO 80280-3800. Since DEERS is used to verify CHAMPUS claims and eligibility for treatment in military medical facilities, you must comply with these procedures or be denied a CHAMPUS claim or medical treatment.

Retired Reserve

Members awaiting retired pay at age 60 can obtain information to enroll their dependents in DEERS by calling HQ ARPC/DRSA, toll free (800) 525-0102, Ext. 388 or DSN 926-6730 or commercial (303) 676-6730.

Retired Members Receiving Pay

After you reach age 60, you should contact the closest military base to obtain a retired (blue) identification card for yourself (a former member would receive a DD Form 1173, tan card), and ID cards for your eligible family members. Follow the instructions above for reservists on tour of active duty. When the cards are issued, you and your dependents are automatically enrolled in DEERS.

TRICARE

Over the next several years, DoD's new regional managed health care program for service families will be in operation throughout the U.S., with a uniform benefit and cost structure. Persons who are eligible for CHAMPUS/TRICARE benefits will find three options from which to choose: TRICARE Prime, TRICARE Extra and TRICARE Standard (the same as standard CHAMPUS). Here's a brief description of each:

☐ **TRICARE Prime:** This is a voluntary "HMO-type" option. If you decide to get your health care through TRICARE Prime, you'll enroll for a year at a time, and will normally receive your care from within the Prime network of civilian and military providers.

Covered services will be like those of standard CHAMPUS, plus additional preventive and primary care services. For example, periodic physical exams are covered at no charge under TRICARE Prime, but are not covered under TRICARE Extra or TRICARE Standard (CHAMPUS). Prime also covers certain immunizations that aren't a benefit under Extra or Standard.

You'll have the option of choosing or being assigned a "primary care manager," who will furnish most of your care and will manage all aspects of your case, including referrals to specialists. Active-duty families

won't have to pay an annual enrollment fee. Others will, but there'll be no annual deductibles, and co-payments for services under TRICARE will be considerably reduced. Also, you won't have to file claim forms when using network providers.

☐ **TRICARE Extra:** In this option, you don't have to enroll or pay an annual fee. On a visit-by-visit basis, you can seek care from a provider who's part of the TRICARE Extra network and get a discount on services, and reduced cost-shares. Also, you won't have to file any claim forms when using network providers. You can get a list of the TRICARE Extra providers by contacting the "health care finders" located in the various TRICARE service centers in your region, or by calling the toll-free number established by the TRICARE contractor.

☐ **TRICARE Standard:** This option is the same as the regular CHAMPUS program. It pays a share of the cost of covered health care services that you obtain from a non-network civilian health care provider. There's no enrollment in TRICARE Standard. You'll pay the normal CHAMPUS deductibles for outpatient care, and your costsharing percentages will be the same as for regular CHAMPUS.



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Entitlements Air National Guard/Air Force Reserve

A participating ANG/Reservist not on IDT, ADT, ADS or MPA mandays (Red ID card)			
An ANG/Reservist on UTA/IDT			
An ANG/Reservist on AT, ADT, ADS, MPA mandays (Red ID card and orders) or EAD (ANG/Green ID card)			
1. Clothing Sales Store (AFR 147-14)	Yes	Yes	Yes
2. Commissary (AFR 145-15)	*	Yes	Yes
3. Dental services (AFI 41-115)	*	Yes	Yes
4. Education services (AFR 136-2306)	*	Yes	Yes
5. Exchange services (AFR 147-14)	Yes	Yes	Yes
6. Family Services Program (AFI 51-504)	Yes	None	None
7. Legal assistance (AFI 51-504)	Yes	%	None
8. Military Affiliate Radio (MARS) (AFR 700-17)	Yes	Yes	Yes
9. Medical services (AFI 41-115)	*	Yes	None
10. Special programs (AFI 34-101/104/122)	*	Yes	Yes
11. Officer, NCO Open Mess (AFI 34-115)	*	Yes	Yes
12. Packaged Liquor (AFR 147-14)	Yes	Yes	Yes
13. Red Cross (AFR 211-11)	*	Yes	Yes
14. Postal services (AFI 37-125)	Yes	None	None
15. Special available/required travel (DoD 4515.13R)	*	Yes	Yes
16. Base theatre (AFR 147-14)	Yes	Yes	Yes
17. Transient quarters (AFI 32-6005/AFI 34-601)	*	Yes	Yes
18. Servicemembers' Group Life Insurance (AFI 26-3008)	#	Yes	Yes
19. Air Force Aid Society (AFI 36-3109)	Yes	None	None
20. Family Support Center (AFI 36-3109)	Yes	Yes	Yes
"Yes" indicates general entitlements			
*-See notes on reverse side		# - Individual's option	

★IDT - Inactive Duty Training; AT - Annual Tour; ADT - active duty training; ADS - active duty support; MPA - Military Personnel Appropriations.

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AIR RESERVE PERSONNEL CENTER

Entitlements Air National Guard/Air Force Reserve

NOTE: To simplify explanations, active duty status will be annual tour (AT), active duty training (ADT), active duty support (ADS), MPA funded active duty tour (MPA Mandays), extended active duty (EAD), or active duty (AD). ANG/USAFR members may be requested to present ID card and orders, Earning Statement, AF Form 40a or letter of authorization, or other documentation when using the services or facilities. Duty status, and in some cases, length of tour, are primary and/or limiting factors in determining entitlements. This listing is not meant to imply that all benefits and entitlements are immediate or total. Check the regulations and instructions referenced for complete guidance. The following notes should answer most questions.

Line 2 - Commissary Sales Store - Members of the Selected Reserve are issued a Commissary Privilege Card (CPC) valid for 12 days of commissary usage each calendar year. If you join the Selected Reserve after Jan. 1, the card will be prorated, i.e. join April 1, get nine days of privileges. Also, commissary privileges are authorized during a period of active duty of any kind for one day or more. For instance, member on five days ADT Jan. 5-9 can shop in the commissary on each of those days. Spouse or other authorized dependents unaccompanied by member may use the commissary with proper identification and CPC or orders.

Line 3 - Dental Services - Dictated by space available for other than EMERGENCY care. ANG/USAFR members on IDT are only authorized emergency care. Selected Reserve members are eligible to enroll in the TRICARE Selected Reserve Dental Program, a Department of Defense basic cost-share dental insurance program. For further information call Humana Military Healthcare Services at (800) 211-3614.

Line 4 - Education Services - ANG/USAFR members are eligible for enrollment in correspondence courses and may also qualify for the Montgomery GI Bill. ECI course enrollment for IMAs is only through HQ ARPC/DAT. Enlisted ANG/USAFR members may enroll in the Community College of the Air Force.

Line 9 - Medical Services - Those not on EAD are only authorized treatment for injuries occurring on duty, or aggravated while performing duty.

Line 10 - Services Programs Include: Arts and crafts, bowling centers, child care centers, golf courses, Services logistics support branch, libraries, outdoor recreation, sports, recreation centers, youth activities and recreation membership clubs. Reserve members are entitled to use all class "C" facilities on the same basis as active duty.

Line 11 - Officer, NCO and Airman Open Mess - ANG/USAFR members are eligible for associate membership, unless denied for lack of facility space or other justifiable cause specified by the support group commander.

Line 13 - Red Cross - On-base Red Cross offices are staffed to handle active duty members only. Reservists should normally utilize services of off-base Red Cross offices.

Line 15 - Space-Available/Required Travel - ANG/USAFR members are restricted to flights in CONUS, and to, from and within Alaska, Hawaii, Guam, Puerto Rico, Samoa, and the Virgin Islands. *Exception:* Active ANG/USAFR members in a pass status who are on active duty in an overseas area for any length of time are eligible for Space-A travel. ANG/reservists on UTA/IDT are eligible for space required travel.

Line 17 - Transient Quarters - Temporary Lodging Facilities (TLF) and transient quarters are available to all ANG/USAFR members, not in a duty status, and their dependents on a space available basis (priority 2).



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AIR RESERVE PERSONNEL CENTER

Retirement Benefits Air National Guard/Air Force Reserve

Air Force Reserve Retiree before age 60 (Red ID card)		
Air Force Retiree (Blue ID card)		
	Yes	None
1. Retired Pay (AFI 236-3203)	Yes	None
2. Clothing Sales Store (AFR 147-14)	Yes	Yes
3. Commissary (AFR 145-15) *	Yes	Yes
4. Dental services (AFI 41-115) *	Yes	None
5. Education services (AFR 136-2306)	Yes	None
6. Exchange services (AFR 147-14)	Yes	Yes
7. Family Services Program (AFI 36-3009)	Yes	None
8. Legal assistance (AFI 51-504)	Yes	None
9. Military Affiliate Radio (MARS) (AFR 700-17)	Yes	Yes
10. Medical services (AFI 41-115) CHAMPUS & TRICARE (See Health Benefits Advisor) *	Yes	None
11. Special programs (AFI 34-101/104/122) *	Yes	Yes
12. Officer, NCO Open Mess (AFI 34-115) *	Yes	Yes
13. Packaged Liquor Store (AFR 147-14)	Yes	Yes
14. Red Cross (AFR 211-11) *	Yes	Yes
15. Veterans' Group Life Insurance	Yes	Yes
16. Space-available travel (DoD 4515.1R) *	Yes	Yes
17. Base theatre (AFR 147-14)	Yes	Yes
18. Transient quarters (AFI 32-6005/AFI 34-601) *	Yes	Yes
19. Air Force Aid Society (AFI 36-3109)	Yes	None
20. Family Support Center (AFI 36-3109)	Yes	Yes
"Yes" indicates general entitlements *-See notes on reverse side <div># - Individual's option</div>		

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AIR RESERVE PERSONNEL CENTER

Retirement Benefits Air National Guard/Air Force Reserve

NOTE: A Reserve Retiree before age 60 may be requested to present a Reserve Retirement Order, "*Notification of Eligibility for Retired Pay at age 60*" letter or card to obtain benefits. A Reserve Retiree after age 60 is a member who is entitled to retired pay. A former spouse may be entitled to a portion of the member's retired pay depending on state law. The marriage must have lasted at least 10 years, and it must have overlapped a 10-year period during which the member earned creditable service for retirement. If a marriage to the member lasted for 20 years and overlapped a period when the member earned 20 years of creditable service for retired pay at age 60, the former spouse may be entitled to an ID card authorizing medical care, exchange and commissary privileges on the member's 60th birthday. The following listing is not meant to imply that all benefits and entitlements are immediate or total. Check the regulations referenced for complete guidance. The following notes should answer most questions.

Line 3- Commissary Sales Store - Reserve members eligible for pay at age 60 but not yet 60, are issued a Commissary Privilege Card (CPC) to use the commissary 12 days each calendar year. Spouses or other authorized dependents unaccompanied by the member may use the commissary with proper ID and their spouse's CPC.

Line 4 - Dental Services - Services are dictated by space availability at a local medical treatment facility.

Line 10- Medical Services - Services are dictated by space availability at a local medical treatment facility.

Line 11- Services Programs Include: Arts and crafts, bowling centers, child care centers, golf courses, Services logistics support branch, libraries, outdoor recreation, sports, recreation centers, youth activities and recreation membership clubs. Reserve members are entitled to use all Services Class "C" facilities on the same basis as active duty.

Line 12- Officer and NCO Open Mess - Members are eligible for associate membership, unless denied for lack of facility space or other justifiable cause specified by the base commander.

Line 14- Red Cross - On-base Red Cross offices are staffed to handle Active Duty members only. Retirees should normally utilize services of off-base Red Cross offices.

Line 16- Space Available Travel - Reserve Retirees before age 60 are restricted to flights in CONUS, and to, from and within Alaska, Hawaii, Guam, Puerto Rico, Samoa, and the Virgin Islands. Dependents of Reserve Retirees are not authorized to travel until member obtains age 60. At age 60 member and dependents are eligible to travel to overseas locations.

Line 18- Transient Quarters - Temporary Lodging Facilities and transient quarters are available to all Air Force Retirees and their dependents on a space available basis (priority 2).



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Survivor Benefits Air National Guard/Air Force Reserve

A surviving spouse of a participating ANG/Reservist with less than 20 years of satisfactory service, who died while not on IDT, AT, ADS or MPA mandays					
A surviving spouse of a participating ANG/Reservist with 20 or more years of satisfactory service, who died while not on IDT, AT, ADS or MPA mandays. Also includes Retired Reservist entitled to retired pay at age 60 (Red ID card and letter of eligibility for retired pay at age 60)					
Surviving spouse of an ANG/Reservist who died while on Unit Training Assembly or IDT, including travel to and from (Red ID card)					
Surviving spouse of an ANG/Reservist who died on AT, ADS, MPA mandays, active duty regardless of purpose, including travel to and from (Red ID card and orders) or serving on AD (Title 10 USC) or ANG/AGR (Title 32 USC) (Green ID card)					
Surviving spouse of an Air Force Retiree (Retired Reserve drawing retired pay) (Blue ID card)					
1. Casualty assistance (AFI 36-3002)	Yes	Yes	Yes	Yes	Yes
2. Death Gratuity Payment (DoD Pay Manual, Part 8) *	None	Yes	None	None	None
3. Mortuary services (AFI 34-501) *	Yes	Yes	Yes	None	None
4. Arrears of Pay (DoD Pay Manual, Part 8)	Yes	Yes	Yes	Yes	Yes
5. Servicemen's Group Life Insurance (AFI 36-3008)	None	#	#	#	#
6. Survivor Benefit Plan (AFI 36-3005) *	Yes	Yes	None	None	None
7. Reserve Component Survivor Benefit Plan (AFP 45-18) *	Yes	+	+	+	None
8. ID & Privilege Card (AFI 36-3001)	Yes	Yes	Yes	Yes	None
9. Commissary (AFR 145-15)	Yes	Yes	Yes	Yes	None
10. Exchange Service & Base Theater AFR 147-14)	Yes	Yes	Yes	Yes	None
11. Medical (AFI 41-115) *	Yes	Yes	Yes	Yes	None
12. Services Programs (AFI 34-101/104/122) *	Yes	Yes	Yes	Yes	None
13. Officer, NCO & Airman Open Mess (AFI 134-115) *	Yes	Yes	Yes	Yes	None
(Items 14-32 on Page 37) "Yes" indicates general entitlements *See notes on reverse side					
+ Benefits depend on RCSBP Election = Individual's option - Eligible to collect SGLI; not eligible to be insured					

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Survivor Benefits Air National Guard/Air Force Reserve

NOTE: ALL BENEFITS MUST BE APPLIED FOR OR MAY BE LOST FOREVER. IN ADDITION, THEY MUST BE APPLIED FOR WITHIN CERTAIN TIME LIMITS. FAMILY MEMBERS SHOULD BE ADVISED TO CONTACT THE MEMBER'S UNIT AS SOON AS POSSIBLE FOR ASSISTANCE. THE DEPARTMENT OF VETERANS AFFAIRS (VA) AND SOCIAL SECURITY ADMINISTRATION (SSA) MAY ALSO NEED TO BE CONTACTED. Duty status, and in some cases, length of tour, are primary and/or limiting factors in determining entitlements. This list is not meant to imply that all benefits and entitlements are immediate or total. Check the regulations or other publications referenced for complete guidance. To simplify the chart we have only shown the surviving spouse as eligible for benefits. However, children and in some cases dependent parents and parents-in-law may be eligible for benefits. The following notes should answer most questions:

Line 2 - Death Gratuity - Payment is \$6,000. Death gratuity may be paid to the surviving spouse of a member who dies within 120 days of release from AD.

Line 3 - Mortuary Services - Transportation of the remains of a retiree, who dies while properly admitted to a military medical facility, may be paid by the Air Force within certain limitations.

Line 6 - Survivor Benefit Plan - Member on EAD or ANG-AGR, USC Title 32 must have more than 20 years AD for benefit to be payable. Retiree must have elected coverage. May be offset by DIC and Social Security.

Line 7 - Reserve Component Survivor Benefit Plan provides a monthly annuity to survivors. Should the member die after completing the requirements for retired pay at age 60, but before making an election under RCSBP, their survivors would be entitled to an annuity. **Former Spouse Benefit:** If the member elected RCSBP for a spouse, the RCSBP can be changed to former spouse coverage either voluntarily or by court order upon divorce. If the member did not elect RCSBP, the court may order election of the Survivor Benefit Plan for the former spouse when the member reaches age 60.

Line 11 - Medical care and CHAMPUS become available when the member would have been age 60.

Line 12 - Services Programs - Includes arts & crafts, bowling alley, childcare center, golf course, Services supply, libraries, recreation center and youth activities. The support group commander determines the priority use of Services facilities based on the requirements of assigned personnel.

Line 13 - Officer, NCO and Airmen Open Mess - Surviving spouse is eligible for honorary membership as determined by the support group commander.



FACT SHEET

AIR RESERVE PERSONNEL CENTER

Survivor Benefits (cont.)

A surviving spouse of a participating ANG/Reservist with less than 20 years of satisfactory service, who died while not on IDT, AT, ADS or MPA mandays					
A surviving spouse of a participating ANG/Reservist with 20 or more years of satisfactory service, who died while not on IDT, AT, ADS or MPA mandays. Also includes Retired Reservist entitled to retired pay at age 60 (Red ID card and letter of eligibility for retired pay at age 60)					
Surviving spouse of an ANG/Reservist who died while on Unit Training Assembly or IDT, including travel to and from (Red ID card)					
Surviving spouse of an ANG/Reservist who died on AT, ADS, MPA mandays, active duty regardless of purpose, including travel to and from (Red ID card and orders) or serving on AD (Title 10 USC) or ANG/AGR (Title 32 USC) (Green ID card)					
Surviving spouse of an Air Force Retiree (Retired Reserve drawing retired pay) (Blue ID card)					
14. Legal assistance (AFI 51-104)	Yes	Yes	Yes	Yes	None
15. Family Services Program (AFI 36-3009)	Yes	Yes	Yes	None	None
16. Shipment/Storage of Household Goods (JTR Vol 1 M8350)	None	Yes	None	None	None
17. Dependent travel (AFI 24-101 Vol 1 & JTR Vol 1)	None	Yes	None	None	None
18. Claim for Loss/Destruction of Personal Property (AFI 51-502)	None	Yes	Yes	None	None
19. Air Force Aid Society (AFI 36-3109) *	Yes	Yes	None	None	None
20. Family Support Center (AFI 36-3009)	Yes	Yes	Yes	Yes	Yes
21. Dependency & Indemnity Compensation (VA 80-97-1) *	Yes	Yes	Yes	Yes	Yes
22. CHAMPVA (medical) (VA 80-97-1) *	None	None	None	Yes	Yes
23. Survivor's & Dependents' Education & Home Loans (VA 80-97-1) *	Yes	Yes	Yes	Yes	Yes
24. Burial Benefits (VA 90-97-1) *	Yes	None	None	Yes	None
25. National Cemetery (VA 80-97-1) *	Yes	Yes	Yes	Yes	None
26. Non-service connected Death Pension (VA 80-97-1) *	Yes	None	None	Yes	Yes
27. Social Security (SSA Pub #05-10035)	Yes	None	None	Yes	Yes
28. Civil Service Preference (Federal Personnel Manual) *	Yes	Yes	Yes	Yes	Yes
29. State Benefits *	Yes	Yes	Yes	Yes	Yes
30. Air Force Village - Officers (AFV) *	Yes	Yes	Yes	+	None
31. AF Enlisted Widows Home Foundation (AF EWHF) *	Yes	Yes	Yes	+	None
32. U.S. Soldiers' and Airmen's Home, Washington, D.C.	Yes	Yes	Yes	Yes	None
"Yes" indicates general entitlements + Benefits depend on RCSBP Election					
*-See notes on reverse side					

FACT SHEET



AIR RESERVE PERSONNEL CENTER

Survivor Benefits (cont.)

NOTE: ALL BENEFITS MUST BE APPLIED FOR OR MAY BE LOST FOREVER. IN ADDITION, THEY MUST BE APPLIED FOR WITHIN CERTAIN TIME LIMITS. FAMILY MEMBERS SHOULD BE ADVISED TO CONTACT THE MEMBERS UNIT AS SOON AS POSSIBLE FOR ASSISTANCE. THE DEPARTMENT OF VETERANS AFFAIRS (VA) AND SOCIAL SECURITY ADMINISTRATION (SSA) MAY ALSO NEED TO BE CONTACTED. Duty status, and in some cases, length of tour, are primary and/or limiting factors in determining entitlements. This list is not meant to imply that all benefits and entitlements are immediate or total. Check the regulations or other publications referenced for complete guidance. To simplify the chart we have only shown the surviving spouse as eligible for benefits. However, children and in some cases dependent parents and parents-in-law may be eligible for benefits. The following notes should answer most questions:

Line 19 - **AFAS** - For financial assistance for surviving spouse - member must have been on active duty for more than 90 days (does not include ANG-AGR Title 32 personnel).

Line 21 - **DIC** - A monthly payment to the surviving spouse of \$810 if the VA determines death to be service-connected.

Line 22 - **CHAMPVA** - May be eligible for medical benefits from the VA if death is service-connected as determined by VA.

Line 23 - **Survivor & Dependents Education and Home Loans** - May be eligible if death is service-connected as determined by the VA. May also apply to ANG-AGR Title 32 personnel.

Line 24 - **Burial Benefits** - Burial allowance and plot or interment allowance may be payable if member was entitled to VA pension or compensation at time of death. In addition, plot or interment allowance also may be payable if member was a veteran of a war or discharged with service-connected disability. Burial flag and headstone may also be provided by the VA.

Line 25 - **National Cemetery** - Burial is available to the surviving spouse and dependent children of any deceased veteran of wartime or peacetime service who was discharged under conditions other than dishonorable. It is also available to the surviving spouse and dependent children of ANG/USAFR members who completed 20 satisfactory years of service.

Line 26 - **Non-service-connected Death Pension** - Payment is based on income of dependents. Member must have had 90 days wartime service prior to May 8, 1975.

Line 28 - **Civil Service Preference** - An unmarried surviving spouse may be authorized a 10 point veterans service preference for federal service employment, if the veteran served during a war; or served during the period 28 April 1952 through 1 July 1955; or served in a campaign or expedition for which a campaign badge has been authorized.

Line 29 - **State Benefits** - Check with state Veterans Affairs Office or local veterans organizations, such as American Legion, Veterans of Foreign Wars, or Disabled American Veterans.

Line 30 - **Air Force Village** - Surviving spouse must have dependent ID Card, with full privileges, be age 62 and meet other requirements. For additional information write: Director of Admissions, AFV, 4917 Ravenswood Drive, San Antonio TX 78227.

Line 31 - **Air Force Enlisted Widows Home Foundation** - Surviving spouse must have dependent ID card, with full privileges, be age 55 and meet other requirements. For additional information write: AF EWHF, 571 Mooney Road, Fort Walton Beach, FL 32548-1859.



FACT SHEET

AIR RESERVE PERSONNEL CENTER

ARPC Quick Reference Telephone Listing

OVERSEAS MEMBERS: You can contact the toll free number by going through your local base operator. Give them the ARPC Calling Card Number, 02110064088359, and the toll free number, then the base operator will connect you to the toll free number. If you have problems connecting to the toll free, contact MCI at (800) 333-7005. To contact specific offices at ARPC through e-mail, please call on of the offices listed below to get the e-mail address of the individual responsible for that area.

If the question is about:	Then contact:	DSN 926 - Comm (303) 676-	Toll Free (800) 525-0102, Ext.	Office Symbol
Address Change/Document Requests	Customer Service Br	6528/6730	388	DRSA/B
AFELMIMA Management	Individual Programs	6531	301	DRM
AFSC Upgrade	Military Training Div	6396	330	DAT
Airman Assignments	Assignment Management Div	6429/6522	292/346	DAA
Air National Guard Advisor	CAG	6303	314	CAG
American Express Travel (IMA)	Travel pay/Dobbins ARB, GA	(800) 241-2358, Ext. 5237		
Area Defense Counsel (ADC)	Area Defense Counsel	6216	253	ADC
ARPC/AFRC Policy/Advisory Council	Plans & Policy	6299	246	XP
ARPC Home Page	Public Affairs	6515	217/218	PA
ARPC Toll Free Operators	Info Systems Services	6453	491	SCM
ARPC Plans/Procedures/Policies	Plans	6299	246	XP
Assignment Opportunity Sys (AOS)	Assignment Management Div	6429/6522	292/346	DAA
Assignments (IMA/Cat.B/Cat.E/S-7)	Assignment Management Div	6429/6522	292/346	DAA
Awards & Decorations	Quality Force Management Br	6134	343	DRSP
Badges	Customer Service Br	6528/6730	388	DRSA/B
Base Indiv Mobil Augm Admin (BIMAA)	Senior Ofc & BIMAA Mgt	8064	321	DRG
BCMR's/Congressionals	Management Support	7257	298	DSZ
BIMAA Management	Senior Officer Affairs	6409	321	DRG
Biomedical Science Corps	Surgeon General	7194	233	SGP
Bonus (IMA Program)	Sustainment Div	6450	295	DAS
Casualty Issues	Entitlements Br	6438	227	DRSE
CDC/Enlisted Upgrade Trng	Military Training Div	6396	330	DAT
Chaplain Service Programs	Personnel Div	6480	241	HCP
Commander	Command Section	6310	200	CC
Commissary Privilege Card	Entitlements Br	6438	228	DRSE
Conditional Releases to ANG	Assignment Management Div	6429/6522	292/346	DAA
Conditional Releases to other components	Separations Br	6362	401	DPAD
Correspondence Course Enrollment	Military Training Div	6396	330	DAT
Customer Service	Customer Service Br	6526	388	DRSA/B
DD Form 93 (Record of Emergency Data)*	Customer Service Br	6528/6730	388	DRSA/B
DD Form 214 copies	Customer Service Br	6528/6730	388	DRSA/B
DD Form 214 corrections	Service Document Br	8955		DRSS
Death of Reservist	Entitlements Br	6438	227	DRSE
DEERS	Customer Service Br	6528/6730	388	DRSA/B
Dental Corps	Surgeon General	7194	233	SGP
Dependent Data Change	Customer Service Br	6528/6730	388	DRSA/B
Direct Appointments (Officer)	Career Opportunities	6443	291	DAO
Director of Chaplain Programs	Chaplain Dir	6540	241	HC
Discharge Certificates (lost or destroyed)	Customer Service Br	6528/6730	388	DRSA/B
Discharges	Separations Br	6362	401	DPAD
Divorce Data	Entitlements Br	6576	228	DRSE
Duty History	Sustainment Div	6457	307	DAS
Employer Support Questions	Public Affairs	6515	217/218	PA
Enlisted Education Data (academic)	Military Training Div	6396	330	DAT
Enlisted High Year of Tenure Prog	Separations Br	6362	401	DPAD
Enlisted Medical Corps	Surgeon General	7356	233	SGP
Enlisted Performance Reports (EPR)	Evaluation Section	7475	340	DPJC-2
Enlisted Promotions	Promotions Br	6400	371	DPJA
Enlisted Specialty Trng (EST)*	Military Training Div	6396	330	DAT
Enlistments/Extensions	Sustainment Div	6457	307	DAS
Entitlements/Benefits	Entitlements Br	6576	228	DRSE
ETO/ETS (enlisted)	Separations Br	6362	401	DPAD
ETO (officers)	Sustainment Div	6457	307	DAS
Extension Course Institute (ECI)	Military Training Div	6396	330	DAT
Flight Management	Sustainment Div	6450	295	DAS
Foreign Language Proficiency Pay	Quality Force Management Br	6599	342	DRSP
Formal Schools	Individual Programs	6531	300	DRM
Grade Determination	Career Opportunities	6443	291	DAO
Health Services Programs	Surgeon General	6150	230	SGA
HIV+	Physical Standards	7237	236	SGS
Hometown News Releases	Public Affairs	6515	217/218	PA
HPSP/Deferred Residency Programs	Surgeon General	6484	234	SGX
HPSP Pay	Reserve Pay Office	6727	(888) 898-0886	RPO
ID Card (former spouse)	Retirements Br	6369	402	DPAR
IMA Fact Sheet	Public Affairs	6515	217/218	PA
IMA Policy	Plans & Policy	6041	246	XP
IMA Update	Public Affairs	6515	217/218	PA
Inactive Duty Training (IDT)	Point Credit Br	7151	407	DPKA/B/C
Incapacitation Pay	Quality Force Management Br	6134	343	DRSP
Individual Reserve Guide	Managements Supports & Analysis Div	6261/8289	303	DRZ
Internet Hotline (ARPC)	Network Control Center	6683	NONE	SCM
IRR Screening/Muster	Operations Br	7780	315	DARO
ISLRS Screening	Separations Br	6362	401	DPAD
Judge Advocate Indiv Reserve Programs	Staff Judge Advocate	6494	251	JAR
Key Fed Employees(participating)	Individual Programs	6531	300	DRM
Key Fed Employees(non-participating)	Sustainment Div	6458	307	DAS
Laughlin Bill/Res Revitalization Act	Plans Policy & Programs	6299	246	XP
Legal - Judge Advocate	Staff Judge Advocate	6494	251	JA

<u>If the question is about:</u>	<u>Then contact:</u>	DSN 926 - Comm (303) 676-	Toll Free (800) 525-0102, Ext.	Office Symbol
Legal - Defense Counsel	Area Defense Counsel	6216	253	ADC
Line of Duty	Quality Force Management Br	6134	343	DRSP
Mobilization/Readiness	Pers Readiness Ctr	7081	206	DARR
Mobilization Income Insurance	Entitlements Br	6438	227	DRSE
Montgomery GI Bill (MGI)	Military Training Div	6396	330	DAT
MSO/OSD Dates (Officers)	Sustainment Div	6457	307	DAS
Muster Screening/Duty	Operations Br	7780	315	DARO
Name Change	Customer Service Br	6528/6730	388	DRSA/B
Nurse Corp	Surgeon General	6492	233	SGP
Officer Appts/Accessions	Career Opportunities	6443	291	DAO
Officer Performance Reports (OPR)	Evaluation Section	7475	340	DPJC-2
Officer Promotion Eligibility/Orders	Promotions Br	6398	281	DPJA
Officer Training	Military Training Div	6396	330	DAT
Orders (Annual & Special)	Orders	6535	406	DROA/B
Orders (School)	Individual Programs	6531	300	DRM
Paralegal Indiv Reserve Programs	Staff Judge Advocate	6494	251	JAR
Participation	Sustainment Div	6457	307	DAS
Pay Entitlements	Reserve Pay Office	6727	(888) 898-0886	RPO
Paydate Inquiries	Sustainment Div	6457	307	DAS
PCARS	Point Credit Br	6012	403	DPKA/B/C
Personnel Readiness Issues	Pers Readiness Center	7081	206	DARR
Personnel Records	Customer Service Br	6528/6730	388	DRSA/B
Phone Number Change	Customer Service Br	6528/6730	388	DRSA/B
Phys Standards (Med qualifications)	Physical Standards	7237	236	SGS
PME Correspondence/Enrollment	Military Training Div	6396	330	DAT
PME in Residence	Individual Programs	6531	300	DRM
Point Credit Summary (copies)	Customer Service	6528	388	DRS
Points-USAFR/ANG/Unit Assigned	Point Credit Br	6012	403	DPKA/B/C
Points-IMA (non-paid/ECI)	Reserve Point Credit	7151	407	DPKA/B/C
Privacy Act	Records & Pubs Mgmt	6333	NONE	SCM
Program Manager's Guide	Management Support & Analysis Div	6261/8289	303	
Promotion Recommendation Form (PRF)	Evaluations Section	7475	341	DPJC-2
Position Vacancy (PV)	Promotions Br	6398	281	DPJA
Promotion Service Date	Promotions Br	6398	281	DPJA
Ready Reserve Mobilization Income Ins	Entitlements Br	6438	227	DRSE
Recall & Mobilization Issues	Personnel Readiness Ctr	7081	206	DARR
Records (copies-other than IMA)	Customer Service Br	6528	388	DRSA/B
Records Receiving/Processing	Master Records	6498	NONE	DSMP
Records Review	Customer Service Br	6528/6730	388	DRSA/B
Records Shipping (AFMPC/NPRC)	Master Records	6501	NONE	DSMS
Records Shipping (RES/ANG)	Records Management	6623	332	DSFRA
Reenlistments	Sustainment Div	6503	307	DAS
Reserve Components Survivors Benefit Plan (RCSBP)	Entitlements Br	6576	228	DRSE
Reserve GI Bill (Chapter 106)	Military Training Div	6396	330	DAT
Reserve Mgt Vacancy System(RMVS)	Assignment Management Div	6448	292/346	DAA
Reserve Officer Personnel Mgt Act (ROPMA)	Plans Policy & Programs	6299	246	XP
ROPMA Promotions	Promotions Br	6398	281	DPJA
Reserve Records/Locator	Customer Service Br	6528/6730	388	DRSA/B
Reserve Transition Asst Prog (RTAP)	Retirements Br	6369	402	DPAR
RTAP (after 1st payment rec'd)	Retired Pay Ctr/Clev OH	(800) 321-1080		
Retired Pay (already receiving pay)	Retired Pay Ctr/Clev OH	(800) 321-1080		
Retired Reserve (transfer to)	Retirements Br	6369	402	DPAR
Retirement Applications	Retirements Br	6369	402	DPAR
Retirement Certificates	Retirements Br	6369	402	DPAR
Retirements/Active Duty/AGR (Age 60 & Retired Pay-Age 60)	Retirements Br	6369	402	DPAR
RIP Sheet	Customer Service Br	6528/6730	388	DRSA/B
RRPS Management (Cat E)	Individual Programs	6531	300	DRM
Sanctuary (Active Duty)	Sustainment Div	6503	307	DAS
Sanctuary (Reserve)	Separations Br	6362	401	DPAD
Satisfactory Service Years	Point Credit Br	6375	403	DPKA
Selection Folders/OPR's	Officer Selection Records	6341	221	DPJC-1
Senior Officer Biographies	Public Affairs	6515	217/218	PA
Senior Officer Matters/Affairs	Senior Officer Affairs	6409	321	DRG
Service Comp Date (Civil Service)	Service Verification Br	8955	388	DRSS
Servicemembers' Group Life Ins (SGLI)	Entitlements Br	6438	227	DRSE
SGLI Deductions	Reserve Pay Office	6727	(888) 898-0886	RPO
Special Actions	Separations Br	6366	401	DPAD
SSB/VSI Reserve Affiliation Verif	Service Document Br	6528	388	DRSS
SSB/VSI Updates	Sustainment Div	6503	307	DAS
Statement of Service	Service Document Br	8955	388	DRSS
Stipend/Bonus	Surgeon General	6490	237	SGX
Statutory Tours (Active Duty Airman -678)	Robins AFB GA	DSN 497-1226	(800)223-1784,Ext. 71232	HQ AFRC
Statutory Tour Point Questions	Point Credit Br	6012	403	DPKA
Survey	Customer Service Br	6528/6730	388	DRSA/B
Survivor Benefits	Entitlements Br	6576	228	DRSE
TD Form W-4	Reserve Pay Office	6727	(888) 898-0886	RPO
TFCSD/TYSD Dates	Sustainment Div	6457	307	DAS
Training Attachment	Sustainment Div	6503	307	DAS
Transfer (Inbound/96-96)	Sustainment Div	6503	307	DAS
Transfers to Retired Reserve	Retirements Br	6369	402	DPAR
Transfers (Reg Ofc to USAFR)	Career Opportunities	6443	291	DAO
Travel	Orders Br	6535	406	DROA/B
Twenty Year Letter	Point Credit Br	6012	403	DPKA/B/C
Unfavorable Information File (UIF)	Quality Force Management Br	6314	343	DRSP
Uniform Issue (enlisted)	Reserve Pay Office	6727	(888) 898-0886	RPO
Unif Service Employment-Re-employment Rights Act (USERRA)	Public Affairs	6515	217/218	PA
VA Home Loan Letter	Service Document Br	8955	388	DRSS
VA Requests	Customer Service Br	6528/6730	388	DRSA/B
Verification of Employment	Customer Service Br	6528/6730	388	DRSA/B
Vice Commander (ARPC)	Command Section	6312	201	CV
VSI/SSB Policy Questions	Policy & Plans Div	6299	246	XP
VSI/SSB Reserve Affiliation Verif	Service Document Br	8955	388	DRSA/B
VSI/SSB Updates	Sustainment Div	6503	307	DAS
Waiver (Assignments-IMA/Cat B/E)	Assignment Management Div	6429	292/346	DAA
Weight Management	Quality Force Management Br	6134	343	DRSP
W2's	Reserve Pay Office	6727	(888) 898-0886	RPO



FACT SHEET

AIR RESERVE PERSONNEL CENTER

Monthly Basic Pay Table for use in determining retired pay

Effective Jan. 1, 1998

Years of service

	<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26
Commissioned Officers															
O-10*	7,566.30	7,832.40	7,832.40	7,832.40	7,832.40	8,133.00	8,133.00	8,583.60	8,583.60	9,197.70	9,197.70	9,813.30	9,813.30	9,813.30	10,424.70
O-9	6,705.60	6,881.40	7,028.10	7,028.10	7,028.10	7,206.60	7,206.60	7,506.60	7,506.60	8,133.00	8,133.00	8,583.60	8,583.60	8,583.60	9,197.70
O-8	6,073.50	6,255.90	6,404.10	6,404.10	6,404.10	6,681.40	6,681.40	7,206.60	7,206.60	7,506.60	7,832.40	8,133.00	8,333.70	8,333.70	8,333.70
O-7	5,046.60	5,389.80	5,389.80	5,389.80	5,631.60	5,631.60	5,958.00	5,958.00	6,255.90	6,681.40	7,354.80	7,354.80	7,354.80	7,354.80	7,354.80
O-6	3,740.40	4,109.40	4,379.10	4,379.10	4,379.10	4,379.10	4,379.10	4,379.10	4,527.90	5,243.70	5,511.30	5,631.60	5,958.00	6,159.30	6,461.70
O-5	2,991.90	3,512.70	3,755.70	3,755.70	3,755.70	3,755.70	3,868.80	4,077.60	4,350.90	4,676.70	4,944.30	5,094.60	5,272.50	5,272.50	5,272.50
O-4	2,521.50	3,070.80	3,275.40	3,275.40	3,336.30	3,483.30	3,721.20	3,930.30	4,109.40	4,290.30	4,407.90	4,407.90	4,407.90	4,407.90	4,407.90
O-3	2,343.30	2,619.90	2,801.10	3,099.00	3,247.50	3,363.60	3,546.00	3,721.20	3,812.40	3,812.40	3,812.40	3,812.40	3,812.40	3,812.40	3,812.40
O-2	2,043.60	2,231.70	2,681.10	2,771.40	2,828.70	2,828.70	2,828.70	2,828.70	2,828.70	2,828.70	2,828.70	2,828.70	2,828.70	2,828.70	2,828.70
O-1	1,774.20	1,846.50	2,231.70	2,231.70	2,231.70	2,231.70	2,231.70	2,231.70	2,231.70	2,231.70	2,231.70	2,231.70	2,231.70	2,231.70	2,231.70
Commissioned officers with more than 4 years active duty service as an enlisted member															
O-3E#			3,099.00	3,247.50	3,363.60	3,546.00	3,721.20	3,868.80	3,868.80	3,868.80	3,868.80	3,868.80	3,868.80	3,868.80	3,868.80
O-2E#			2,771.40	2,828.70	2,918.40	3,070.80	3,188.10	3,275.40	3,275.40	3,275.40	3,275.40	3,275.40	3,275.40	3,275.40	3,275.40
O-1E#			2,231.70	2,384.10	2,471.70	2,561.70	2,650.50	2,771.40	2,771.40	2,771.40	2,771.40	2,771.40	2,771.40	2,771.40	2,771.40
Enlisted Members															
E-9						2,777.40	2,839.80	2,904.00	2,970.90	3,037.50	3,096.00	3,258.60	3,385.50	3,576.00	
E-8					2,328.90	2,396.10	2,458.80	2,522.70	2,589.60	2,648.40	2,713.50	2,873.10	3,000.90	3,193.50	
E-7	1,626.30	1,755.60	1,820.10	1,884.30	1,948.50	2,010.60	2,074.80	2,139.60	2,236.20	2,299.80	2,363.40	2,394.30	2,555.10	2,682.30	2,873.10
E-6	1,398.90	1,524.90	1,588.20	1,655.70	1,718.10	1,779.90	1,845.30	1,940.10	2,001.30	2,065.80	2,097.00	2,097.00	2,097.00	2,097.00	2,097.00
E-5	1,227.60	1,336.20	1,401.00	1,462.20	1,558.20	1,621.80	1,685.70	1,748.10	1,779.90	1,779.90	1,779.90	1,779.90	1,779.90	1,779.90	1,779.90
E-4	1,144.80	1,209.30	1,280.40	1,379.10	1,433.70	1,433.70	1,433.70	1,433.70	1,433.70	1,433.70	1,433.70	1,433.70	1,433.70	1,433.70	1,433.70
E-3	1,079.10	1,137.90	1,183.20	1,230.30	1,230.30	1,230.30	1,230.30	1,230.30	1,230.30	1,230.30	1,230.30	1,230.30	1,230.30	1,230.30	1,230.30
E-2	1,038.30	1,038.30	1,038.30	1,038.30	1,038.30	1,038.30	1,038.30	1,038.30	1,038.30	1,038.30	1,038.30	1,038.30	1,038.30	1,038.30	1,038.30
E-1>4	926.10	926.10	926.10	926.10	926.10	926.10	926.10	926.10	926.10	926.10	926.10	926.10	926.10	926.10	926.10
E-1 with less than 4 months	856.80														

* Basic pay is limited to \$9,225 per month. Figures for O-10 show what pay would be without the cap.

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